

DRC's 5 Basic Test Formatting Rules

1. Formatting the question and possible answers to the question should follow the sequence outlined below:

Example:	Number/Lower case letter → period → min one space → question / possible answer
Corrected:	1. What color is the bear? a. brown b. green

2. Spacing is critical when a computer tries to convert the written text to audio output. Also please use a period rather than “)”. The period creates a natural pause in the audio output. When a test is submitted using “)’s” then the underling text of the test needs to modified so that there are natural pauses when the computer encounters the “)”.
 3. Space out your questions and possible answers for multiple choice questions. Please DO NOT CROWD the page(s). It is very difficult for a student with low vision to read the test. In addition, the computer is more likely to join the text when it converts the text to audio output. Please, also align your questions using a vertical system rather than a horizontal style.

Example:	A)4 B)15 C)6D) 45
Corrected:	a. 4 b. 15 c. 6 d. 45

4. Remember to add spaces after the ending punctuation. Otherwise, the computer will pronounce the two words as a single word.

The farmer picked the red **apple.Then** he baked his pies.

The farmer picked the red apple. Then he baked his pies.

5. Always START and END a question on the SAME page. Students using a computer for their accommodations do not have the luxury of flipping back and forth between pages. They only see one page at a time.

NOTE: Please submit all tests to DRC at least 5 days before the student is required to take the test. Your test may not take a long period of time to convert and to proof read so that there are no audio errors, but there may be other tests ahead of yours. It is not uncommon for a math, chemistry, or physics exam to take over 8 hours to prepare for a student.