



Commission scolaire English-Montréal
English Montreal School Board

Questions and Answers About Use of WordQ for Ministry Exams

Educational and Technology Services

Student Services

What does WordQ do?

WordQ helps the student to decode the text through text to speech, which reads the text out loud to the student (synthese vocale en français). It also supports the student with spelling with a tool called word prediction.

Does the student have to have a Ministry code to use WordQ?

No. Typically our students who use WordQ are coded students or students who have diagnosed learning disabilities. However, there are students who use WordQ who are not coded. All students who demonstrate impairments or sustained difficulty with DECODING can be eligible to use WordQ.

Does the student need an IEP to use WordQ?

Yes. All students using WordQ for evaluation must have this written as an adaptation in their IEP. This can be referred to as “text to speech” or “assistive technologies.”

How long do students have to use WordQ in order to be ready to write an exam?

Generally, we ask that students use the tool regularly for six months to ensure that they are comfortable with the tool. However, some students will use WordQ proficiently from the very beginning while other students may need extended practice. It's important to assess comfort level and proficiency before the student writes both in school and MEES exams with the tool. If you are unsure about level of comfort/proficiency, please contact the assistive technology consultant or speech and language pathologist attached to your school.

Can the student use speech recognition (reconnaissance vocale) or SpeakQ during a Ministry exam?

No. Not at this time. However, students can use speech recognition for learning situations if needed.

Can the student use WordQ when the reading competency is being evaluated?

Yes. If assistive technologies are listed as an adaptation on the IEP, then the student can use WordQ for any exam, including language of instruction and second language exams.

Can we read to the student (ie. Have a human reader?)

Yes, if it is included as an adaptation in the student's IEP. However, a human reader cannot be used for any exam that involves evaluation of the reading competency (language of instruction and second language exams). Note that other subjects (math, history, geography, etc.) can be read to the student.

Also note that the attendant reading to the student cannot ask leading questions, clarify, make suggestions, correct spelling or grammar, or make any other changes to the student's answers.

As a school team, what do we need to think about in advance before deploying WordQ for exam use?

Here are some questions to discuss with your team:

1. How many students will write with WordQ? This number should be sent to ETS in advance.
2. Is our hardware ready? (WordQ on devices, is there enough hardware? Remember that we cannot use Chromebooks or iPads at this time). Please do this well in advance of the exam.
3. If the exam will be deployed in the computer lab, will students need to go back and forth to do the collaborative and oral work within the exam? How will this be done?
4. Will some students need to use text to speech to read the text, but then handwrite their exam (due to keyboarding or other difficulties). Please ensure that you have both paper and digital copies in case of this situation.

How do we deploy WordQ on the day of the exam?

Administrators will have access to the WordQ accessible exams on the portal on the morning of the exam. Please see attached process to see how this is done.

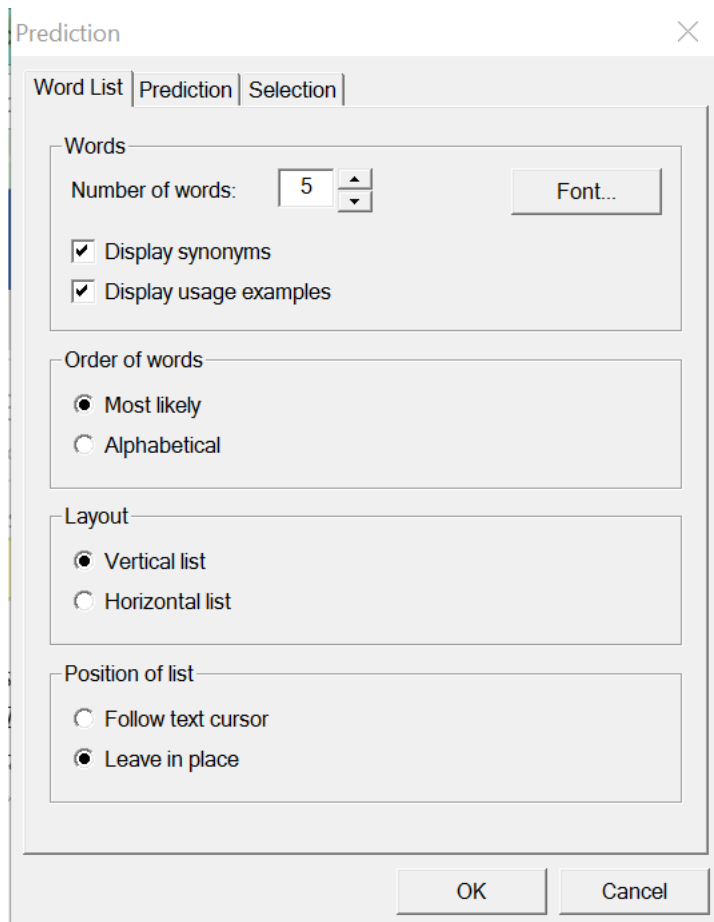
What needs to be de-activated on the computers, on the day of the exam?

The Wi-fi connection needs to be de-activated.

How do I set up WordQ on the day of the exam after I have accessed the exam on the portal and loaded it via USB onto the individual computers? (Please read this carefully, there are two steps):

STEP 1: Make sure you have the exam ready to go on the computer. Prior to starting the exam, you will need to set up the word prediction box to stay in one place while the student is writing. To do this:

1. Open up the student's existing WordQ profile (English or French, depending on exam).
2. Under the "option" menu, select "prediction"
3. Under "position of list" menu, select "leave in place"
4. Click "OK"



STEP 2: You will be putting WordQ in exam mode. Exam mode de-activates certain features. To do this:

- Go to “options”
- Select “exam mode”
- Select the two options: word usage examples and single words added by the user.
- Set your time limit for the exam.
- The student is now LOCKED IN to WordQ for this time period. A black and yellow bar will appear for the duration of the time that you have set for the exam.



EXAM MODE

Configure usability features before using EXAM MODE.

The following features will be turned OFF:

- Options menu
- Abbreviation-expansions
- Pronunciation exceptions
- Synonyms
- Word list following the cursor
NOTE: Word list must be manually positioned
- Predictive phrases
- Next word prediction

Allow the following features:

- ☐ Word usage examples
- ☐ Single words added by the user,
including Topic words

EXAM MODE time limit:

hrs

OK

Cancel