

All tests can be navigated by using a computer keyboard.

Note: Make sure your device settings have accessibility options enabled. For example, in the Mac settings, you need to enable options that allow the Tab key to advance focus on Webpages.

For most questions:

1. Use the **Tab** key to navigate between areas.
2. **Shift+Tab** to navigate backwards.
3. Use the **space bar** to select an answer.
 - a. You can also use the **A/B/C/D/E** or **1/2/3/4/5** keys to select from a question with five choices.
4. Use **Enter (Return on Macs)** to complete the answer. Press once to select the arrow button, and then press again to submit the answer.

For drag-and-drop questions:

1. Use the **Tab** key to navigate to your selection.
2. Pick up your selection with the **space bar**.
3. **Tab** to navigate to the correct position.
4. Use the **space bar** to release the item.

For the Calculator tool:

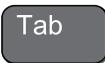
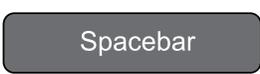
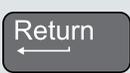
- If the calculator is available for a question, use **Alt + C** (or **Option +C** on Macs) to launch the calculator tool.
- Use **arrow keys** to navigate between buttons.
- Use the **space bar** to press the selected button, or use the number and operator buttons.
- Use **=** to calculate an answer.
- **Escape** clears the calculator.
- Use **Tab** to move between display and buttons.
- Use **Alt + L** to close the Calculator.

Shortcut Keys for Test Tools

The following table shows keyboard shortcuts for opening tools during testing:

Tool	Keystroke Alt or Option Plus...	Result
Toolbar	+ T	Brings keyboard focus to the Toolbar area
Close tools	+ X	Closes all tools that are open
Highlighter	+ H	Toggles the Highlighter on or off
Eraser	+ E	Toggles the highlighter eraser on or off
Calculator	+ C	Opens the calculator (if available for that question) or navigates back to the calculator if it is already open
Text-to-speech	—	No shortcut; use + T to focus the Toolbar, and then use Arrow keys and Spacebar
Reset	+ Z	Selects the Reset button for the question

Keystroke Summary

Key	In a Question:	In a Toolbar:	In the Calculator:
	Navigates to all parts of screen (everything which is in the Tab order). Shift+Tab moves in reverse order.		Moves out of the calculator. Use the arrow keys or number keys to actually enter items.
		Use the arrows to navigate between tools.	Arrows move to all calculator buttons and within number display.
	Selects currently focused answer option. For drag and drop question, drops the answer.	Selects tool in focus.	Presses the button in focus. The orange outline indicates focus.
 or 	Selects the arrow button (first press), and then submits the answer (second press).		Can be used in place of the “=” sign in the calculator. However, using Enter/Return may cause you to accidentally submit an answer.
			Clears the display.