

## Preparing iPads for State Testing

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### Introduction

This guide is intended to support the preparation of iPads for the purpose of student testing. The steps provided in this guide should be implemented well in advance of testing day to ensure all iPad devices are functional and properly set-up to comply with testing regulations.

In this guide:

- [Getting Started](#)
- [Charging the iPad](#)
- [Checking the Internet Connection](#)
- [Setting Up Headphones](#)
  - ◆ [3.5 Jack/Auxiliary Cable Headphones/Earbuds](#)
  - ◆ [Lightning Cable Headphones/Earbuds](#)
  - ◆ [USB-A or USB-C Headphones/Earbuds](#)
  - ◆ [Adjusting Volume on the iPad](#)
- [App Navigation on the iPad](#)

***Must be completed on each device before they are distributed to students for testing:***

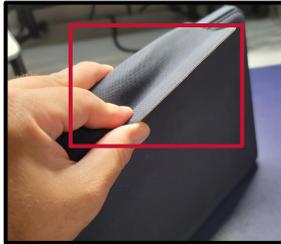
- [Enabling Voice Packs](#)
- [Disabling Voice Over](#)
- [Disabling Voice Control](#)
- [Disabling Emoji Keyboard](#)

*Note: District-issued ipads for testing purposes will not need to be signed into by users. Users should NOT log into Mosyle on district-issued iPads provided for testing purposes. iPads issued for testing purposes will have a red background image with the wording “Temporarily Issued Student iPad”.*

## Preparing iPads for State Testing

### Getting Started

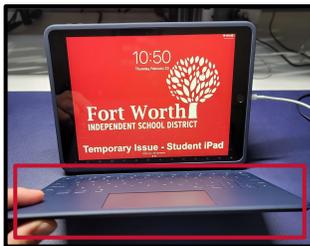
1. Fold back the **magnetic latch** that secures the iPad closed.



2. Open the **kickstand flap** on the back of the case.



3. Lower the front **keyboard flap** to have access to the keyboard and trackpad.

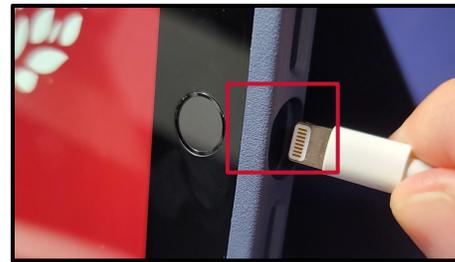


4. Press on the **Home button** to access the Home Screen.



### Charging the iPad

If the iPad needs to be charged, connect the **Lightning Cable** into the **charging port** on the bottom of the device (or on the side of the iPad depending on the orientation).



The iPad **battery status** on the top right corner of the screen will turn green and a small lightning icon will appear when the iPad is charging.



### Checking Internet Connection

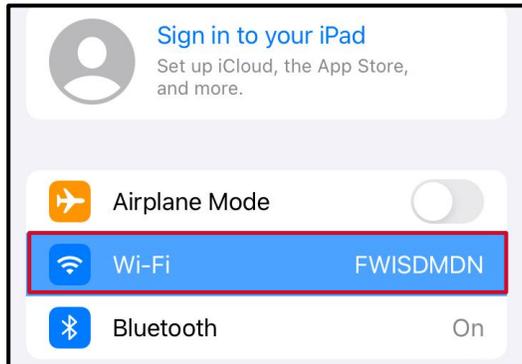
The iPad should automatically connect to the FWISDMDN Wi-Fi.

1. To check the internet connection, click on the **Settings app**.



# Preparing iPads for State Testing

2. Click on **Wi-Fi**.



The Wi-Fi network will have a **blue check** to the left to show it is connected. If the Wi-Fi is turned off, toggle the **Wi-Fi button** on to connect to the internet.



## Setting Up Headphones

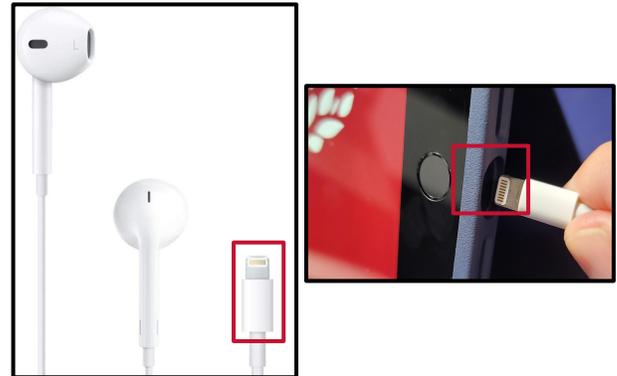
### 3.5 Jack/Auxiliary Cable Headphones/Earbuds

To set up wired headphones to the iPad, connect the **aux cable** end of the headphones into the **headphone port** of the iPad.



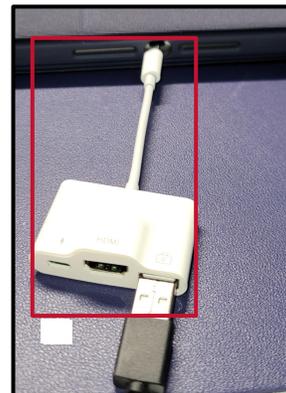
### Lightning Cable Headphones/Earbuds

Earbuds with Lightning Cable can be used to connect directly by inserting the end of the cable into the **Lightning charging port**.



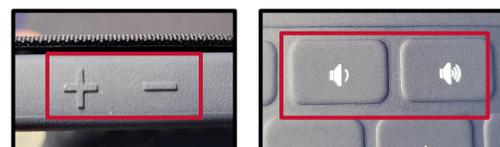
### USB-A or USB-C Headphones/Earbuds

Headphones with a USB-A or USB-C cable end need an **adapter** to connect into the iPad's Lightning port.



### Adjusting Volume on the iPad

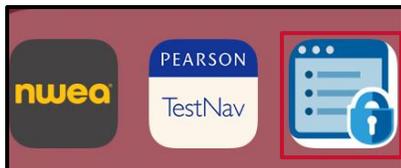
Adjust the audio volume by either pressing on the **volume up / down buttons** on the top of the iPad or the **volume up / down shortcut keys** on the keyboard.



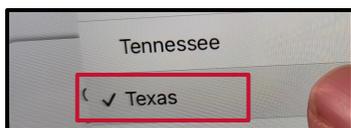
# Preparing iPads for State Testing

## App Navigation on the iPad

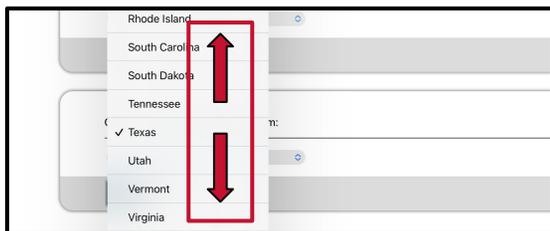
To open or launch applications (apps), locate the **app icon** on the dock at the bottom of the screen and tap or click on it.



To select options on the iPad, tap or click on the **text or buttons** for your selections.



Swipe up and down on the screen to perform **scrolling** actions or use the trackpad.



Tap or click inside **text fields** to type in responses using the keyboard.



Use the **trackpad and keyboard** to move the cursor, navigate the iPad, and type in responses.



Press the **Home** button to exit apps and return to Home screen.



## Enabling Voice Packs

A known issue on iPads running any version of iPadOS 16 prevents audio from playing on some tests for students who have text-to-speech enabled. This occurs when certain voice packs are not downloaded and enabled on the iPad.

When this occurs, the Text-to-Speech Check that normally appears on the Diagnostic Page does not appear, and the Audio Check instructs users to ensure their device is not muted and adjust available text-to-speech settings.

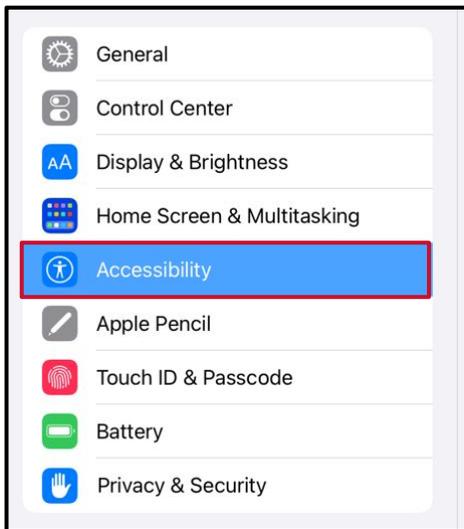
# Preparing iPads for State Testing

To prevent this, download and enable the Samantha English voice pack on iPads running iPadOS 16.

## 1. Select **Settings**.



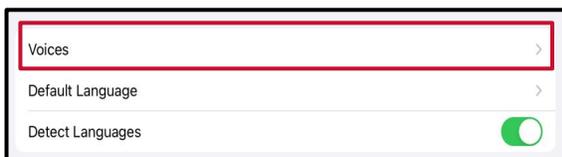
## 2. Select **Accessibility**.



## 3. Select **Spoken Content**.



## 4. Select **Voices**.



## 5. Select **English**.



## 6. Check that the **Samantha Voice Pack** is **enabled**.

*Voice Packs that are enabled will appear with a **blue check mark**.*

*Note: It is important that the enabled voice pack is **Samantha**. **Do NOT select the Samantha (Enhanced) Voice Pack.***



- If the Samantha Voice Pack is downloaded (no cloud icon to the right) but is not enabled (no blue check mark), enable it by tapping on the Samantha name.

*Voice Packs that are enabled will appear with a **blue check mark**.*

- If the Samantha Voice Pack is not downloaded (cloud icon appears to the right), download and enable it.
  - Tap **Samantha**.
  - Tap the **cloud icon**  to download.
  - Once the download is complete, tap **Samantha** again to enable the voice pack.

*Voice Packs that are enabled will appear with a **blue check mark**.*

# Preparing iPads for State Testing

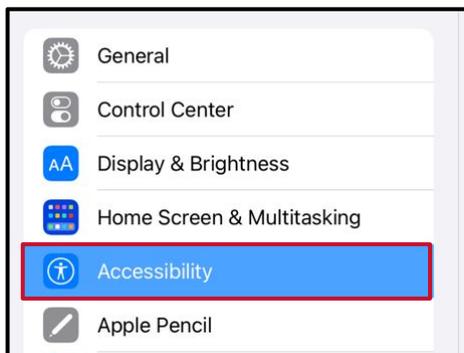
## Disabling Voice Over

VoiceOver must be disabled. VoiceOver is a gesture-based screen reader that allows users to receive audible descriptions of what is on the screen of their iPad. VoiceOver also changes touchscreen gestures to have different effects and adds additional gestures that allow users to move around the screen and control their iPads. If VoiceOver is not disabled on iPads, students may be able to access unwanted apps during a test. This feature should not be available to students without an accommodation.

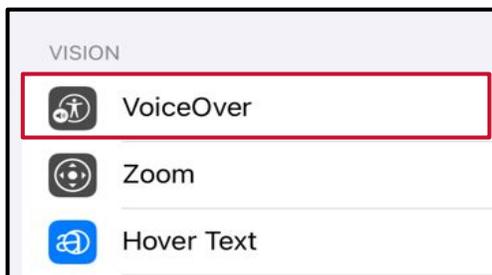
1. Select **Settings**.



2. Select **Accessibility**.



3. Select **Voiceover**.



4. Toggle the **VoiceOver** switch to the left to disable VoiceOver.

The feature will be disabled when the toggle switch is **grey**.



## Disabling Voice Control

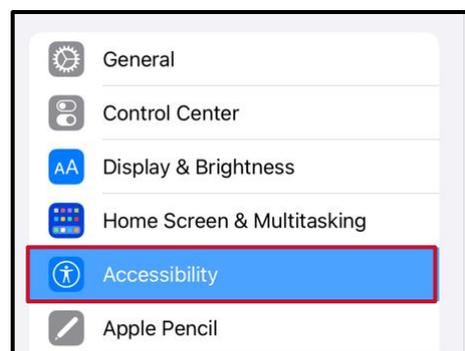
Voice control must be disabled. Voice Control allows iPad users to control an iPad using voice commands. If this feature is enabled on iPads used for testing, students may be able to access unwanted apps, such as web browsers, during a test.

*Voice Control is disabled by default. If it has never been enabled on an iPad, no steps need to be taken. If it has been enabled, it must be disabled before a student takes a test.*

1. Select **Settings**.

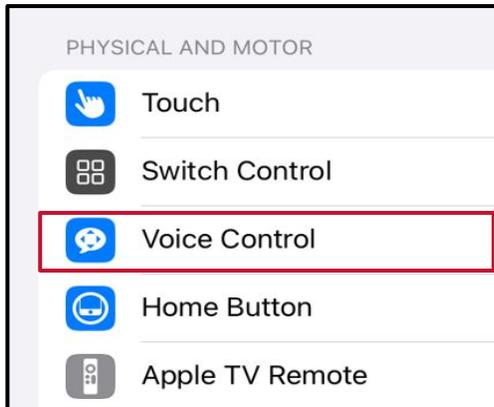


2. Select **Accessibility**.



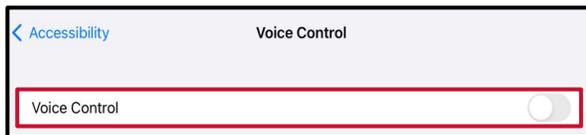
# Preparing iPads for State Testing

## 3. Select **Voice Control**.



## 4. Toggle the **Voice Control** switch to the **left** to disable Voice Control.

The feature will be disabled when the toggle switch is **grey**.



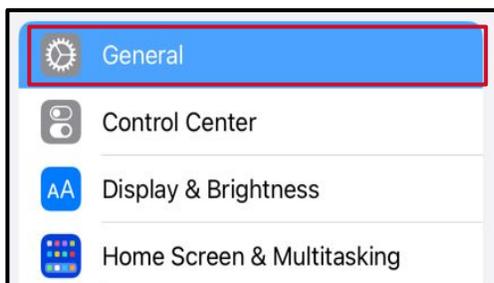
## Disabling Emoji Keyboard

The Emoji keyboard must be disabled. If the Emoji keyboard is not disabled, students will be able to enter emoticons into a test, which can be confusing for scorers.

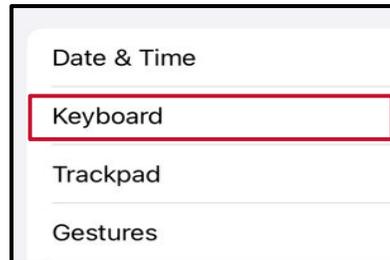
## 1. Select **Settings**.



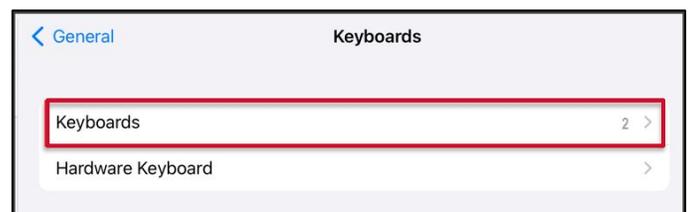
## 2. Select **General**.



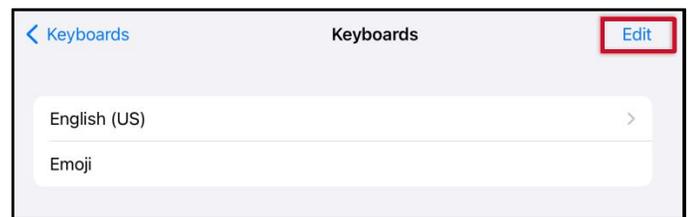
## 3. Select **Keyboard**.



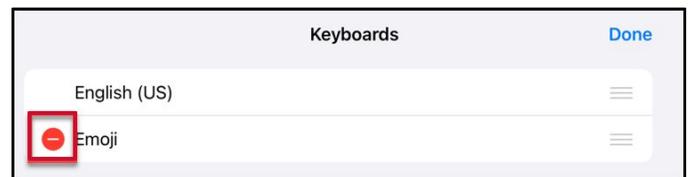
## 4. Select **Keyboards**.



## 5. Select **Edit**.



## 6. Select the **Delete** icon.



## 7. Check that the **Emoji keyboard is no longer listed**.

Keyboards that are deleted will no longer be shown in the Keyboards list.

