

Gyanyatra

Assessment

User Manual



Gyanyatra Assessment – User Manual

1. Opening the Assessment Page

- Open the assessment link in your preferred web browser (Chrome or Microsoft Edge).
- Once the page loads, NVDA will announce the assessment name.
To fill out the assessment form, you can navigate through all the fields using the Tab and Shift+Tab keys.
- Alternatively, JAWS and NVDA screen reader users can use F for form fields, E for edit boxes, C for combo boxes, and R for radio button.
- When using the above keystrokes, ensure that your screen reader is in browse mode.
- In NVDA, you can switch to browse mode by pressing the Insert key + Spacebar. For JAWS, press the Turn off number lock and press plus key for virtual PC cursor mode.
- Use the Down Arrow key to explore the assessment and understand its layout.
- After exploring, press Control + Home to return to the top.
- Press E to navigate through the textfield.

1. The assessment page contains two main sections:

- Student Details Section (where you enter your personal details)
- Question Section (which may contain multiple-choice, fill-in-the-blank, or audio questions)

2. Navigating the Form Fields (Student Details Section)

- Press Tab to move between input fields. NVDA will announce each field's label.

Step-by-step navigation:

1. After the page loads, the focus is automatically placed on the Name field.
Type your name and press Tab.
2. Focus moves to the Email field.
Type your email address and press Tab.
3. Focus now lands on the Select Education combo box.
 - Press Alt + Down Arrow to expand the combo box.
 - Use Down Arrow to navigate through options.
 - Press Enter to select your education.
 - To jump quickly, type the first letter of your education (for example, press G for Graduate).
4. Press Tab to move to the Select Your Institution combo box.
 - Press Alt + Down Arrow to expand it.
 - Use Down Arrow to navigate and Enter to select.
 - You can also type the first letter of your institution name (for example, press P for Prishni).
If multiple institutions start with the same letter, keep pressing first letter of your institution to find the correct one.
5. Press Tab to move to Select Your Disability Status.
 - Press Alt + Down Arrow to expand.
 - Use Down Arrow to choose your option.
 - You can also type the first letter to jump to your choice.

3. Reading Question Sections

1. After completing personal details, switch to Browse Mode by pressing NVDA + Spacebar. For JAWS, press the Turn off number lock and press plus key for virtual PC cursor mode..

2. Press Down Arrow to start reading. NVDA will announce:
 - “Total number of questions: XX”
 - “Number of questions in this section: YY”
 - Then it will read the section heading.

4. Answering Multiple-Choice Questions (MCQs)

Each question begins with “Q1”, “Q2”, etc., followed by answer choices.

Keep NVDA in Browse Mode while answering MCQs.

To answer:

1. Press Down Arrow to move through radio buttons.
Screen reader will say:
“Radio button not checked”
2. When your desired option is focused, press Spacebar to select it.
3. Press Down Arrow until Screen reader announces the next question (e.g., “Q2”).
4. If a multiple-choice question contains more than one blank, NVDA may sometimes skip reading the blank spaces.

In such cases, you need to change the symbol level setting in NVDA to “All” so that NVDA reads every symbol, including underscores and blank lines.

How to Set Symbol Level to “All”

- Press NVDA + P to open the punctuation (symbol level) setting.
- Keep pressing the P key until NVDA announces “All.”
- Once the symbol level is set to “All,” NVDA will read every underscore or blank symbol properly.

Example:

Without changing the symbol level, NVDA may read:

“is the of India.”

After setting the symbol level to “All,” NVDA may announce underscores, such as

“5 Lines is the 5 Lines of India.”

5. Reading Passages (Comprehension Section)

When you reach the passage section, Screen reader will announce:

“Read the following passage and answer the following questions.”

Reading tips:

- Use Down Arrow to read line by line.
- Use NVDA + Right Arrow to read word by word.
- After the passage, press Down Arrow to reach the related questions.

6. Filling in the Blanks

Some questions contain one or more blanks.

Example: Question 2 has three blanks.

Instructions:

1. Screen reader will announce question with “Blank 1 of 3 in Question 2”, “Blank 2 of 3 in Question 2”, “Blank 3 of 3 in Question 2”
2. Type your answer in each blank.
3. Use the E key to navigate quickly between text fields.
4. You can also press Tab to move to the next blank.

7. Answering Audio Questions

1. When you reach an audio question, press Down Arrow until Screen reader says “Play button.”
2. Press Spacebar to play and pause the audio.
3. Press Down Arrow to navigate through media controls:
 - Audio progress slider – press enter key and left arrow for backward, right arrow for forward action.
 - Volume control – press enter key and left arrow for decrease, right arrow for increase the volume.
 - Mute button- press space bar to mute and unmute the audio
 - Show more media controls – press enter twice and select your playback speed
4. Press Tab to move to the next question or input box.

8. Submitting the Assessment

1. At the end of the assessment, Screen reader will announce: “Submit button.”
2. Press Enter to submit your answers.
3. If all questions are answered, the submission will complete successfully.
If any question is left unanswered, a pop-up message will appear:

“Please answer Question Number before proceeding.”
4. The pop-up closes automatically within 10 seconds, and the focus returns to the first unanswered question.
Alternatively, press Tab to reach the Close button, then press Enter.
5. After successful submission, you will be redirected to the Assessment Result Page, where you can check your score and answers.

6. When submitting the assessment, if the internet connection is not available or server timeout, press Alt + Left Arrow to go back to the assessment page.
7. Then, save the assessment page as a PDF by following the steps below:
 - Press Ctrl + P
 - Select Destination → Save as PDF
 - Click Save
 - A Save As dialog will open. Choose your desired location and click Save.

9. Useful Screen Reader Shortcuts for the Assessment Page (NVDA & JAWS)

While navigating and answering questions in the Gyanyatra Assessment, you can use the following **NVDA and JAWS keyboard shortcuts** to move efficiently through different elements on the page.

1. Move Forward or Backward Through Form Fields

- Forward: Press Tab (NVDA & JAWS)
- Backward: Press Shift + Tab (NVDA & JAWS)

2. Navigate Multiple-Choice Questions (Radio Buttons)

- Move between options:
Up Arrow / Down Arrow (NVDA & JAWS)
- Select an option:
Spacebar (NVDA & JAWS)

3. Repeat Current Line / Read Again

- NVDA: Press NVDA + Up Arrow
- JAWS: Press Insert + Up Arrow

4. Pause / Stop Speech

- NVDA: Press Ctrl
- JAWS: Press Ctrl

(To resume reading in JAWS: Press Insert + Down Arrow)

5. Navigate by Headings

- Next Heading: Press H (NVDA & JAWS)

6. Jump to Next Text Box / Edit Field

- Next Edit Field: Press E (NVDA & JAWS)

7. Jump to Next Button (Submit, Play, etc.)

- Next Button: Press B (NVDA & JAWS)

8. Move to Next Combo Box / Dropdown

- Next Combo Box: Press C (NVDA & JAWS)