

## CAEC Test Navigation, Accessibility and Digital Tools

Screenshots captured from <https://caec.vretta.com/#/en/test-auth/shared-test-version/906/2652>, July 22<sup>nd</sup>, 2025.

### Sample Tests

Subject specific released items candidates can use to prepare for CAEC tests.



- **CAEC Try the Tools**
- CAEC English Reading
- CAEC English Writing
- CAEC Math Part I and II
- CAEC Math Part I
- CAEC Math Part II
- CAEC Science
- CAEC Social Studies
- CCEA Naviguer dans l'évaluation
- CCEA Français Lecture
- CCEA Français Écriture
- CCEA Mathématiques Partie I and II
- CCEA Mathématiques Partie I
- CCEA Mathématiques Partie II
- CCEA Sciences
- CCEA Études Sociales

# Navigation and Reading the Screen

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- Navigating the Assessment
- Common Tools: Audio Description
- Common Tools: Zoom and Line Reader
- Common Tools: Drawing Tools
- Common Tools: Background Colour
- Common Tools: Notepad
- Common Tools: Split Screen Controls
- Math Tools: Formula Sheets
- Math Tools: Calculator
- Science Tools: Calculator
- Science Tools: Protractor
- Science Tools: Ruler

## Navigating the Assessment

This diagram explains how to navigate the assessment and describes tools you may find helpful.

The diagram shows a sample assessment question titled 'A Country's National Flag' with an image of the Canadian flag. Below the image is a question: 'Which of the following countries is represented by the flag shown in the image?'. There are four buttons: Canada, United States, Mexico, and France. The interface includes a left sidebar with a list of questions, a top navigation bar, and a right sidebar with various tools. Numbered callouts 1-10 point to specific features: 1. Move between different sections of the assessment; 2. Navigate between questions; 3. Flag this question as a reminder to return to it as needed; 4. Opens Listen tool, if available; 5. Tools that will be available during the assessment; 6. Opens Formula Sheet, if available; 7. Opens Calculator, if available; 8. Opens Dictionary, if available; 9. Move to the previous or next screen; 10. View question resource, question, or both independently in split screen.

Click the following buttons/icons to

- activate an audio description
- make the screen bigger or smaller
- read one line at a time while hiding the surrounding text
- write freehand
- draw straight lines
- highlight areas of the page
- erase lines or highlights
- take notes and organize your thoughts
- view formula sheets
- access the calculator
- access the dictionary
- Left

Split

Right

view question resource, question, or both independently in split screen

100%

← Back    Next →

# Common Tools

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○ Science Tools: Calculator

○ Science Tools: Protractor

○ Science Tools: Ruler

○ English Part II Writing: Text Formatting Tools

○ English Part II Writing: Spell Check Tool

○ English Part II Writing: Dictionary and Thesaurus

Review and Submit

Try the Tools

Common Tools:

Split Screen Controls

Left

Split

Right

Information may be provided in two screens simultaneously. When the split screen is active, these buttons will appear, allowing you to view

Left

the content on the left side in full screen

Split

the content on both the left and right side in split screen

Right

the content on the right side in full screen

Common Tools: Split Screen Controls

[Split Screen Controls](#)

This is a practice page.

Try opening and closing assessment materials using the split screen controls.

Left

Split

Right

← Back

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## Text Formatting Tools

With these text editing tools, you can make your writing clear, organized, and well-formatted. Practise using them to ensure you are comfortable when writing your assessment.



## Text Formatting






- Line height: Select 'Single Line Spacing' or 'Double Line Spacing' from the dropdown menu  below the response window to adjust vertical line spacing.
- Bold:** Highlight text and click  for emphasis.
- Italicize:* Highlight text and click  to italicize your text.
- Underline: Highlight text and click  to underline.
- Highlight:** Highlight text and click  to add a coloured background.

## Lists

- **Bullet Points:** Create a bullet point list by clicking 
- **Numbered List:** Make a numbered list for ordered items by clicking 

## Text Editing

- **Alignment:** Change the alignment of the text by clicking  and
- **Find and Replace:** Find text in your response by clicking  and entering the text you are looking for. You can also replace text using this feature.

- **Undo:** Correct mistakes by clicking 
- **Redo:** Reverse an action by clicking 
- **Word Count:** View your word count by clicking  below the response window. Hide the word count by clicking  after the word count is visible.
- **Page View:** See a digital representation of your document by clicking  under the response window. This view shows layout, page breaks, and how text will appear on each page.

Practise using these tools for effective writing.

Practise using these tools in the space below.

A screenshot of a text editor interface. The top toolbar contains icons for bold (B), italic (I), underline (U), a color picker (pencil icon), bulleted list (three dots), numbered list (three dots with numbers), indent (three horizontal lines), and a link icon (chain link). The bottom bar contains three buttons: 'Left', 'Split' (with a square icon), and 'Right'. The 'Split' button is highlighted in blue.

# Exam-Specific Tools

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Drawing Tools

Common Tools:  
Background Colour

Common Tools:  
Notepad

Common Tools: Split  
Screen Controls

Math Tools: Formula  
Sheets

Math Tools: Calculator

Science Tools:  
Calculator

Science Tools:  
Protractor

Science Tools: Ruler

English Part II Writing:  
Text Formatting Tools



English Part II Writing:  
Spell Check Tool

English Part II Writing:  
Dictionary and  
Thesaurus

## Math Tools: Calculator

### Try the Tools

#### Math Tools: Calculator

Click the  tool to activate the calculator, located at the bottom of the toolbar on the right. Hover over the calculator until the “hand” appears. Click and drag to move the calculator to a different spot on the screen. To deactivate the calculator, click the  tool.

1 Enables toggling between symbolic (fraction) and decimal modes for the result

2 Indicates calculator mode: symbolic or decimal

3 Use the arrows to navigate between different parts of inputted expressions. Use the left and right arrows to navigate between different characters on the current line. Use the up and down arrows to navigate to previous calculations.

4 Deletes the single character at the cursor

5 Changes the sign (positive/negative) of the last entered number

6 Recalls the result of last calculated expression

pi

Exponent

Fraction

DEG

DEC

←

→

↑

↓

S→D

π

%

DEL

AC

7

8

9

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1

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3

+

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0

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+/-

Ans

=

2

3

4

5

6

Square root



Clears all entered content

Calculates result

## Science Tools: Calculator

### Try the Tools

#### Science Tools: Calculator

Click the  tool to activate the calculator, located at the bottom of the toolbar on the right. Hover over the calculator until the “hand” appears. Click and drag to move the calculator to a different spot on the screen. To deactivate the calculator, click the  tool.

1 Enables toggling between symbolic (fraction) and decimal modes for the result

2 Indicates calculator mode: symbolic or decimal

3 Use the arrows to navigate between different parts of inputted expressions. Use the left and right arrows to navigate between different characters on the current line. Use the up and down arrows to navigate to previous calculations.

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5 Changes the sign (positive/negative) of the last entered number

6 Recalls the result of last calculated expression

pi

Exponent

Fraction

DEG

DEC

←

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↑

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S→D

π

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Ans

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6

Square root

Clears all entered content

Calculates result




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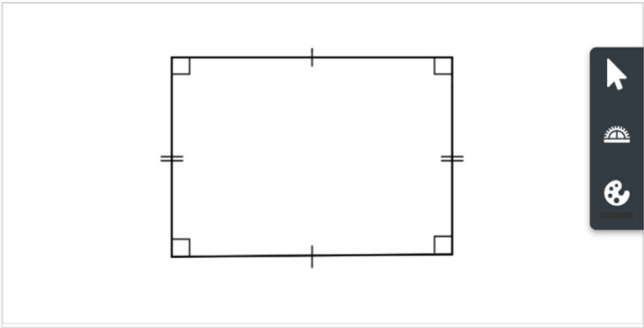
# Science Tools: Ruler

## Try the Tools

### Science Tools: Ruler

The  tool is available in select questions. To access the ruler, click the  tool and then click the  tool. Use the large black dot to size the ruler. The ruler can be moved anywhere within the grey square below.

Use the area below to practise using the ruler tool.






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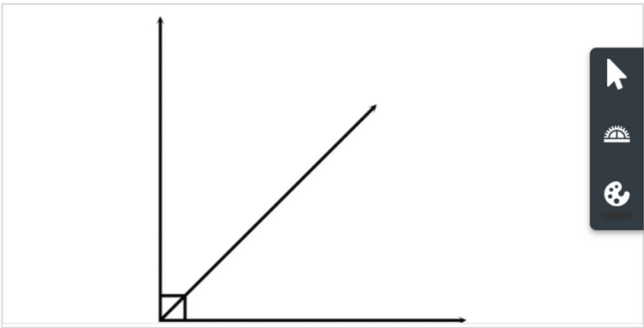
# Science Tools: Protractor

## Try the Tools

### Science Tools: Protractor

The  tool is available in select questions. To access the protractor, click the  tool and then click the  tool. Use the large black dot to size the protractor. The protractor can be moved anywhere within the grey square below.

Use the area below to practise using the protractor tool.



100%

Back
Next

100%

Back
Next






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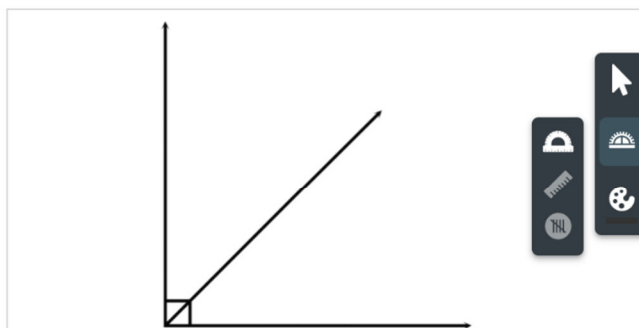
## Science Tools: Protractor

### Try the Tools

#### Science Tools: Protractor

The  tool is available in select questions. To access the protractor, click the  tool and then click the  tool. Use the large black dot to size the protractor. The protractor can be moved anywhere within the grey square.

Use the area below to practise using the protractor tool.



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# Accessibility Tools

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## Listen Tool

### Enabling Text-to-Speech


To activate audio descriptions, click the  tool located in the right toolbar.

Upon selection, the audio player will appear. To move the audio player, click and hold the right arrow next to the player, then drag it to the desired location.

### Playback Speed

You can adjust the playback speed for Text-to-Speech (TTS) functionality. However, the method to adjust the speed varies depending on the web browser you are using.

#### Google Chrome and Microsoft Edge

1. Click the  tool from the toolbar to enable the audio player.




2. Click on the three vertical dots (located to the right of the audio player) and click on the "Playback Speed" option.



3. A menu will appear with playback speed options. Click on the speed of your choice (e.g. 1.5, or 2) to change the playback speed accordingly.



#### Mozilla Firefox / Safari

1. Click the  tool from the toolbar to enable the audio player.



2. To access the playback speed controls in Firefox or Safari, **right-click directly on the audio player**, and a context menu will appear. Select the "Speed" option within the menu.



3. After clicking "Speed," a submenu with different speed options will appear. Choose the desired speed (eg: 1.5x, 2x) to adjust the playback speed as needed.





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## Try the Tools

### Common Tools:

#### Zoom Tool

Click the  tool to make this sentence larger. Now click the  tool to make the sentence smaller.

#### Line Reader Tool

Click the  tool to open it. Drag the line reader over this sentence. Click the  tool again to close it.



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## Try the Tools

### Common Tools:

#### Background Colour

Click the  tool to open the Background Colour menu at the bottom of the screen and select a preferred background colour. You may change your selection at any time.

To return to the default background colour, simply click on the first colour option in the Background Colour menu.

