Braille Transcripts Implementation Quality Assurance Checklist

Draft v0.1—09 May 2017

Revision History

Revision Description	Author/Modifier	Date
0.1 - Initial Release (DRAFT)	Jose daVeiga	May 9, 2017

Purpose

The Smarter Balanced Braille Transcripts Quality Assurance Checklist is intended to ensure that third-party Test Delivery System (TDS) applications adhere to Smarter Balanced practices, standards, and guidelines that promote quality solutions. This checklist covers mostly the technical aspects of the delivery of Braille Transcripts. It is recommended that the team developing this feature familiarize themselves with this checklist to ensure the developed application meets the quality standards.

Support Documentation

Please refer to the Smarter Balanced Braille Transcripts Implementation Readiness page on smarterapp.org for a full definition and functional specification.

Braille Transcripts
Implementation Quality
Assurance Checklist
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Braille Transcripts Quality Assurance Checklist

Organization Information

Organization Name:	[[eg. Smarter Balanced]]		
Application Name	[[eg. Smarter Balanced Test Delivery System]]		
Name			
Date Completed	[[YYY-MM-DD]]		

Important Notes For Completing This Document

Each section of the Checklist must be completed in full. If a particular section is not applicable to this project, you must write **N/A (Not Applicable)** and provide a reason. Items that are not checked, filled in, missing information, or marked N/A will require further explanation and will render this Implementation checklist incomplete. Thus your application is rendered to not have entirely followed Smarter Balanced guidelines and standards.

Important Note: No sections are to be deleted from this document. This template is not to be modified in any manner. Text contained within [[ ]] provides information on how to complete that section and can be deleted once the section has been completed.

1. Example Item Loading and Availability

This item assumes the TDS being used for testing this functionality has been developed under the Smarter Balanced guidelines and standards described at SmarterBalanced.org regarding tests, test items, usability, accessibility, and all other TDS related requirements.

Validation Questions	Yes	No	N/A	Comments
1.1 Has the Smarter Balanced Test Sample been loaded to the application?	☐	☐	☐	
1.2 Is the tester capable of logging to the TDS as a student and as a proctor taking a test as a student?	☐	☐	☐	

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Validation Questions	Yes	No	N/A	Comments
1.3 Does the user have the appropriate ISAAP settings in place to allow the display and request of Braille Transcripts? *(to properly and thoroughly test the functionality users must be enabled with the Closed Captioning and Braille Embossing in their ISAAP settings)*	☐	☐	☐	
1.4 Is the user able to select the appropriate example assessment to take the test?	☐	☐	☐	
1.5 Does the user see an example test item with the appropriate content?	☐	☐	☐	

2. Functionality and Braille File Quality: Requesting Braille Transcript embossing

This item assumes the TDS is running, and the user who is testing the functionality has completed Item 1 above and is currently able to see a test item with text.

Validation Questions	Yes	No	NA	Comments
2.1 Is the user capable of accessing the "Print Passage" feature via the user interface? *(the user should be able to access the Print Passage feature via the "hamburger" menu icon)*	☐	☐	☐	
2.2 Is the user capable of requesting the embossing from the proctor?	☐	☐	☐	
2.3 Does the proctor receive an embossing request?	☐	☐	☐	

2. Functionality and Braille File Quality: Requesting Braille Transcript embossing
This item assumes the TDS is running, and the user who is testing the functionality has completed Item 1 above and is currently able to see a test item with text.

Validation Questions	Yes	No	NA	Comments
2.4 When verifying the file received by the proctor for embossing, does it comply with the specifications found in the http://www.smarterapp.org/documents/UEB_Braille_Transition_Technical_Framework.pdf technical framework file?	☐	☐	☐	
2.5 Were you able to test sending the contents of the file to an embosser? If yes, please indicate make and model in the comments section.	☐	☐	☐	
2.6 If you were able to emboss the file, does it read appropriately as verified by braille reader?	☐	☐	☐	