TEXAS WORKFORCE SOLUTIONS

Texas Workforce Commission
Vocational Rehabilitation Services
Assistive Technology Training Baseline
Assessment and Post-training Assessment

General Information

Customer name:	Evaluator name:	Date:

Assessment Type

Select one of the following assessment types:

Baseline assessment	Post-Training assessment

Assessment Subjects

Select the subjects this assessment will measure:

☐ Microsoft Windows	☐ Screen magnification
☐ Microsoft Word	☐ Screen reader
☐ Internet	☐ Spreadsheet
☐ Notetaker	☐ Keyboard knowledge
☐ Optical Character Recognition (OCR)	☐ Keyboarding speed (Typing speed)

Rating Scale

For each subject below, enter a number to rate the customer's demonstrated ability using the following scale:

- 0 = customer could not complete the task;
- 1 = customer completed the task with assistance (prompting or hints); or
- 2 = customer completed the task without assistance.

Calculate the sum of ratings and enter the customer's score for subjects assessed.
For subjects not assessed, enter NA instead of a score.

Microsoft Windows

Task	Rating
1. Open the start menu.	
2. Open a program.	
3. Open Microsoft Edge.	
4. Open the My Documents folder.	
Microsoft Windows score:	

Microsoft Word

Microsoft Word Basic Skills:

Task	Rating
1. Open a blank document.	
2. Change the right and left margins.	
3. Run a spell check.	
4. Save a document to My Documents.	
5. Print a document.	
Microsoft Windows Basic Skills score:	

Microsoft Word Advanced Skills:

Task	Rating
1. Create a table with 4 columns and 25 rows.	
2. Create a page of address labels.	
3. Use strike through formatting to cross out one sentence in a document.	
Microsoft Windows Advanced Skills score:	

Internet

Task	Rating
1. Open a browser.	
2. Find the browser search and enter the word "job".	
3. Enter a web address.	
4. Begin an Internet search using the word "job".	
5. Set a favorite/bookmark	
6. Follow a link.	
Internet Skills score:	

Notetakers

Notetakers Basic Skills:

Task	Rating
1. Locate the power button and turn on the unit.	
2. Change the speech parameters.	
3. Locate and open a file.	
4. Read the first sentence of a file.	
5. Create a blank file.	
6. Insert a new word into a file.	
7. Delete a file.	
8. Copy a file into an external disk drive.	
9. Print a file.	
Notetakers Basic Skills score:	

Notetakers Advance Skills:

Task	Rating
1. Set the date and time on the calendar.	
2. Set an alarm using date and time.	
3. perform a calculation and insert it into a document.	
Notetakers Advanced Skills score:	

Optical Character Recognition

Task	Rating
1. Open the scanner program.	
2. Scan a document.	
3. Read a scanned document.	
4. Save a scanned document.	
Optical Character Recognition score:	

Screen Magnifiers

Screen Magnifier Basic Skills:

Task	Rating
1. Open the program.	
2. Change the magnification level.	
3. Change the foreground and background colors on the screen.	
4. Locate the toolbar on the screen.	
5. Change the speech speed.	
Screen Magnifier Basic Skills score:	

Screen Magnifier Advanced Skills:

Task	Rating
1. Set a target.	
2. Set the program to scroll text on the screen.	
3. Set the program to automatically move from one section of the screen to another to fill in blanks, etc..	
Screen Magnifier Advanced Skills score:	

Screen Readers

Task	Rating
1. Load the screen reader program.	
2. Read the first sentence of a document.	
3. Change the speed of the speech output.	
4. Set the program to pronounce each word as typed.	
Screen Readers Skills score:	

Spreadsheets

Spreadsheet Basic Skills:

Task	Rating
1. Open a spreadsheet.	
2. Enter data in the spreadsheet.	
3. Create a formula to find the sum at the end of a column of rows populated with numbers.	
4. Isolate a section of a spreadsheet and print it.	
5. Save spreadsheet.	
Spreadsheet Basic Skills score:	

Spreadsheet Advanced Skills:

Task	Rating
1. Create a pie chart from a worksheet.	
2. Format the legend on the pie chart.	
3. Create a hyperlink to another worksheet.	
Spreadsheet Advanced Skills score:	

Keyboarding

Keyboard Knowledge:

Task	Rating
1. Find home row.	
2. Type name using upper- and lower-case letters.	
3. Find Control A.	
4. Find Alt A.	
5. Find Escape.	
6. Find Enter.	
7. Find Delete.	
8. Find Backspace.	
9. Find 2 on the number row.	
10. Find F2.	
11. Find 5 on the number pad.	
Keyboard Knowledge Skills score:	

Keyboarding Speed (Typing Test):

Administer a typing test. Below, enter the word count totals. Net WPM = Gross WPM minus mistakes.

Net WPM:	Gross WPM:

Signature

Report completed by (print):	Signature: **X**	Date: