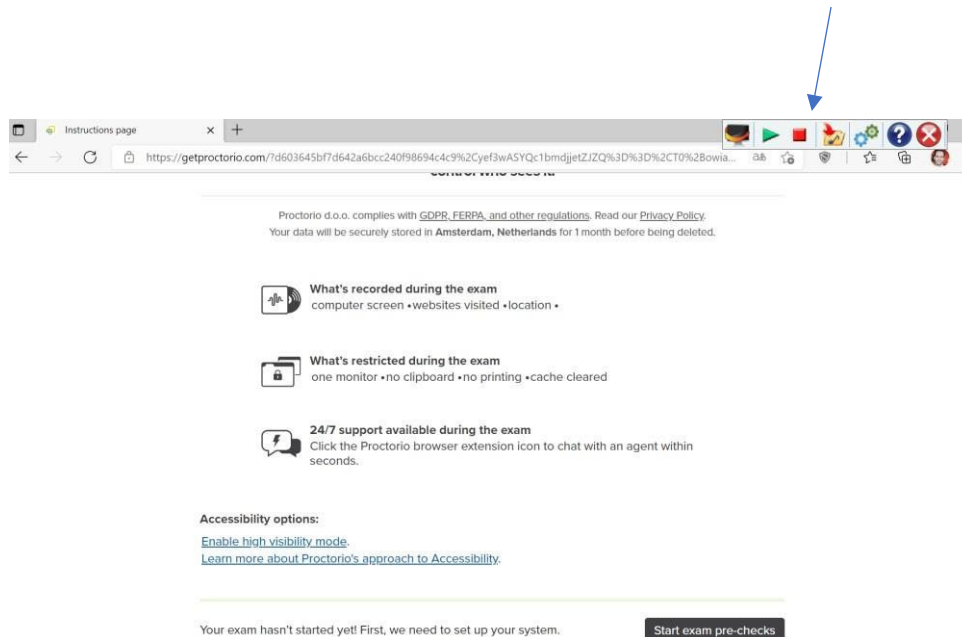


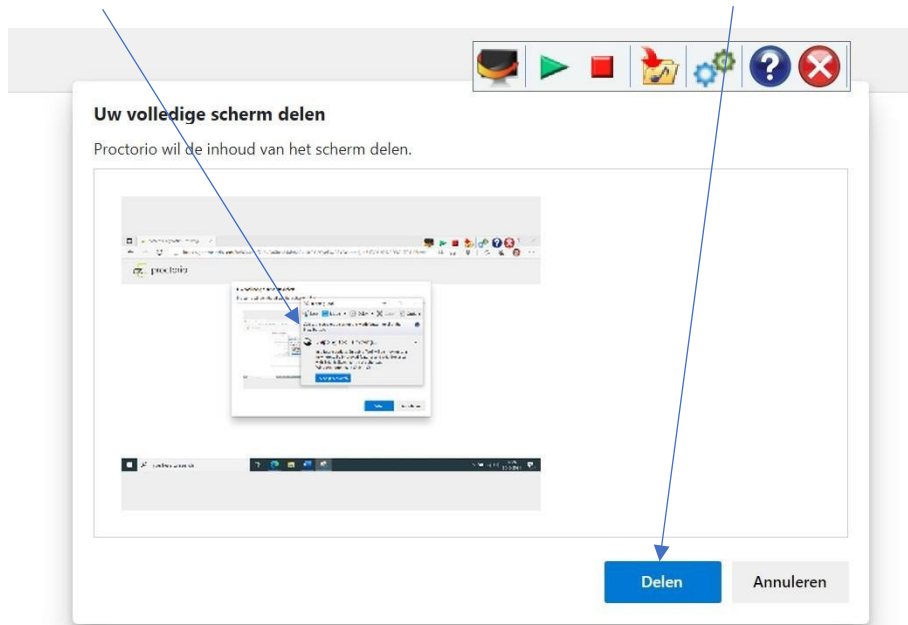
Claroread and Proctorio or PDF: the manual (Windows)

For TestVision combined with Proctorio

1. **Launch Claroread.** You can find Claroread via the search window in the Windows taskbar.
2. **Launch TestVision.** Open MS Edge or Chrome and go to <http://hu.testvision.nl/online/kandidaten> and log in.
3. **You will see the screen below.** Start the 'exam pre-checks'. Claroread can be found at the top right.

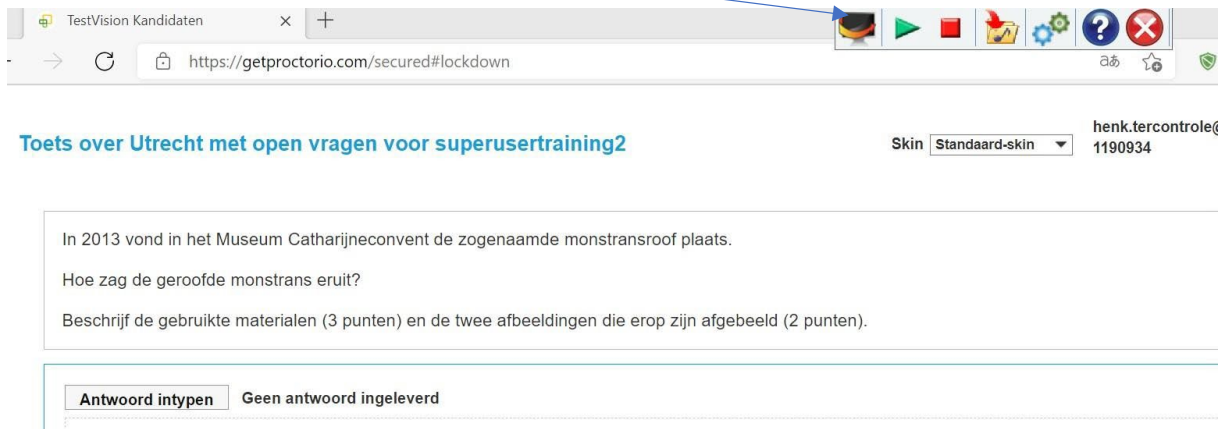


4. Click the screen you are going to share. Only then does the 'Delen' ('Share') button become clickable.

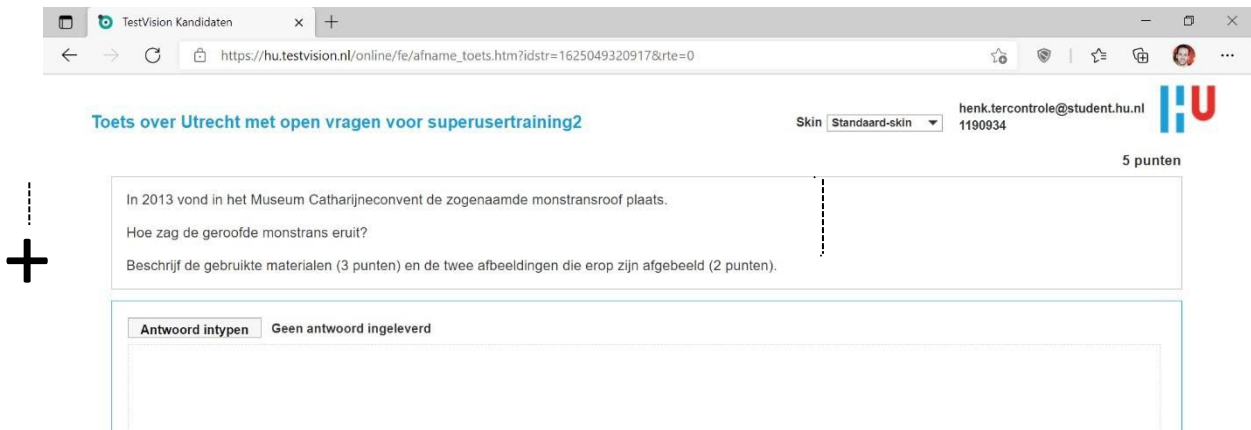


5. The test starts. **To use Claroread, click the small screen (see the image below).** Your cursor changes to a + icon. Now you can drag a box over the text you want read aloud. **Please note:** Make sure you have earphones plugged in and the volume is on!

Click this small screen and your cursor becomes a + icon. Now you can drag a box.

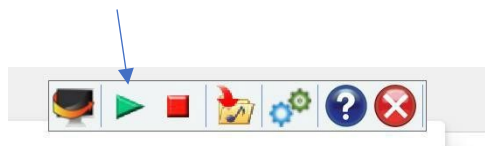


6. See the image below on how to drag the box over the text. All text in this box is read aloud.



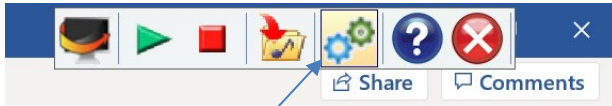
Other options:

1. **Sometimes questions or parts of the text can be selected with the regular cursor.** Then select the text and press the 'Play' icon. The text is read aloud. This does depend on Proctorio's settings in the test. This will not always work with strict settings.

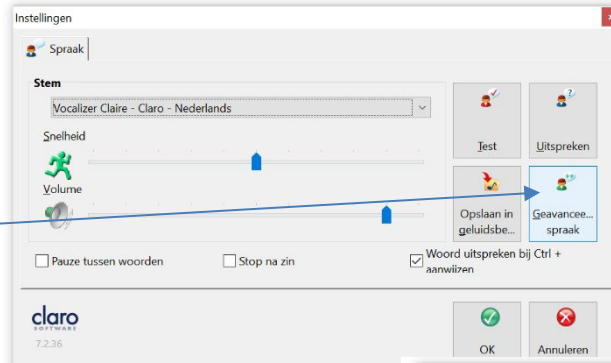


2. **Read text under cursor aloud.** This option allows Claroread to read text aloud when you hover your cursor over text. To use this option, go to 'Instellingen' ('Settings', the two

cogwheels) and select 'Geavanceerde spraak' ('Advanced voice'). Now you can tick 'alles' ('all') under 'Tekst onder muis uitspreken' ('Read text under cursor aloud'). See below.

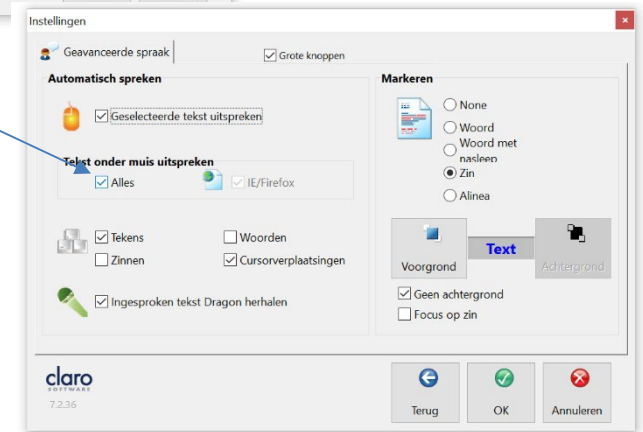


1. 'Instellingen' ('Settings')



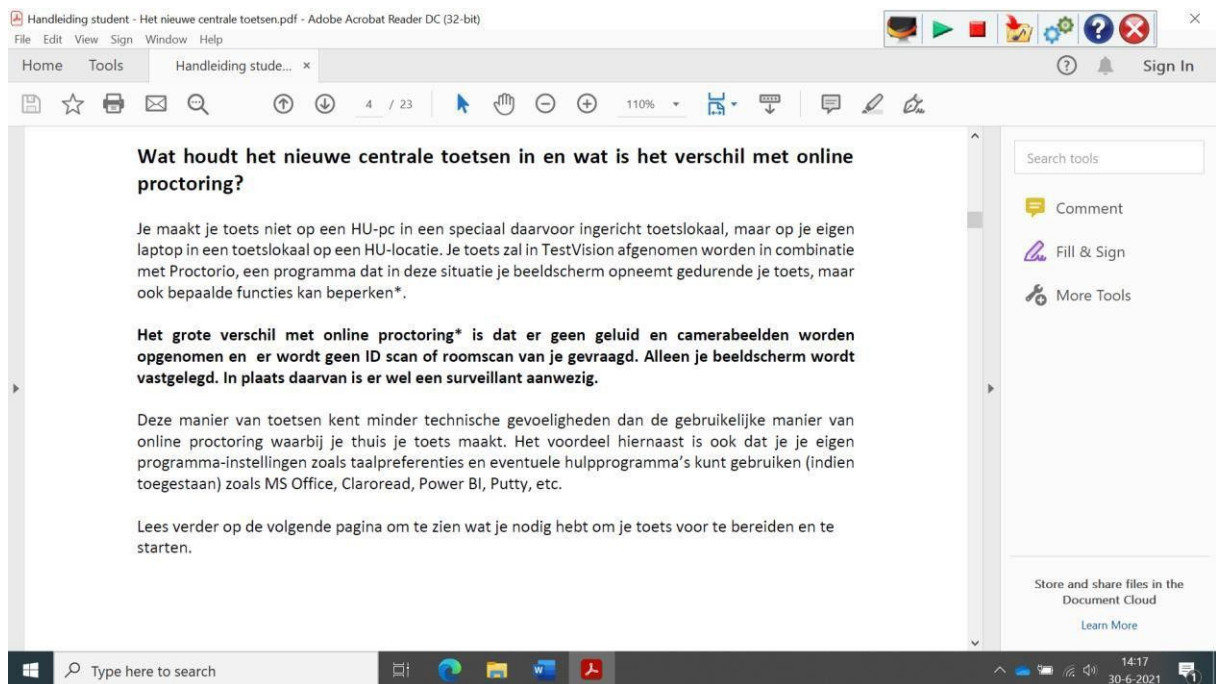
2. 'Geavanceerde spraak' ('Advanced voice')

3. Tick 'alles' ('all') under 'Tekst onder muis uitspreken' ('Read text under cursor aloud')

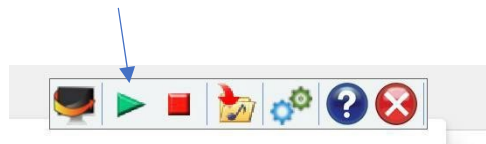


For PDF

1. **Launch Claroread.** You can find Claroread via the search window in the Windows taskbar.
2. **Open the PDF.** Depending on the quality of the PDF, it may or may not be easy to read aloud using Claroread. Below is an example of a high-quality PDF (a Word file saved as a PDF, for example).

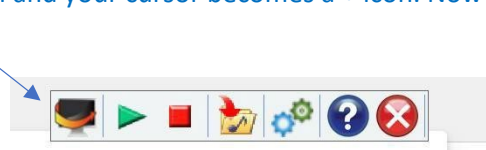


3. **For the PDF above, the text can be selected with the regular cursor.** Then select the text and press the 'Play' icon. The text is read aloud. **Please note:** Make sure you have earphones plugged in and the volume is on!



4. **If that does not work, for example because the quality of the PDF is lower, a drag-and-drop box may be the way to go.** To use Claroread, click the small screen (see the image below). Your cursor changes to a + icon. Now you can drag a box over the text you want read aloud. **Please note:** Make sure you have earphones plugged in and the volume is on!

Click this small screen and your cursor becomes a + icon. Now you can drag a box.



5. See the image below on how to drag the box over the text. All text in this box is read aloud.*



***If the quality of the PDF is too low or the PDF is a scan of text (which is actually a photo), or is in fact a photo, Claroread will not work. The programme must be able to recognise the text as being text!**

Other

6. **Read text under cursor aloud.** This option allows Claroread to read text aloud when you hover your cursor over text. To use this option, go to 'Instellingen' ('Settings', the two cogwheels) and select 'Geavanceerde spraak' ('Advanced voice'). Now you can tick 'alles' ('all') under 'Tekst onder muis uitspreken' ('Read text under cursor aloud'). See below. To what extent this is possible again depends on the quality of the PDF.

