Technology Assessment Checklist
For Individuals who are Visually Impaired

Name _______________________________________________
Date of assessment ____________________________________
Person Completing Checklist _____________________________
Position ______________________________________________

During this assessment, informal measures were utilized to
evaluate the individual's ability to access print, access the computer
and use various access technologies. Some of the information
requested may be obtained from the Learning Media Assessment,
the Clinical Low Vision Evaluation or the Functional Low Vision
Evaluation.

Accessing Print

Regular Print

When accessing printed information, the

☐ Individual is able to read regular print materials at ___ inches
without adaptations.

☐ Individual is able to read regular print materials with
adaptations.
   ☐ using prescribed glasses or contacts
   ☐ materials enlarged on photocopying machine
Specify (i.e. 130%, 3 times) _____________________________

☐ Individual is able to read regular print materials with or
without adaptations for _____ min before experiencing either
visual or physical fatigue.
Large Print
When accessing large print with prescribed optical aid (if appropriate) the individual is able to read

- 72 point print at approximately _____ inches.
- 60 point print at approximately _____ inches.
- 48 point print at approximately _____ inches.
- 36 point print at approximately _____ inches.
- 30 point print at approximately _____ inches.
- 24 point print at approximately _____ inches.
- 18 point print at approximately _____ inches.
- 14 point print at approximately _____ inches.
- 12 point print at approximately _____ inches.

Preferred font:
-〇 Arial, 〇 Antique Olive, 〇 Tahoma, 〇 Verdana

Preferred point size without prescribed optical aids:
-〇 14 〇 18 〇 24 〇 30 〇 36 〇 48 〇 60 〇 72

Optical Aids
When accessing printed materials with the use of an optical aid, the individual is able to use:

- □ glasses
- □ contact lens
- □ hand held/stand magnifier, power _____
- □ telescope, power _____

Video Magnifier/Closed Circuit Television (CCTV)
- □ inch graphic
- □ inch text on a ___ inch monitor at approximately 13 inches
  Polarity preference: ___ dark on light; ___ light on dark
  Color combination preference (if available):
Use of video magnifier/CCTV controls - The individual is able to:

☐ adjust size of image.
☐ focus image.
☐ independently use X/Y table for viewing materials with friction brake and margin stops adjusted by examiner.
☐ write name and a short sentence legibly on regular writing paper.
☐ write name and a short sentence legibly on bold line paper.
☐ read approximately _____ wpm orally when the friction brake and margin stops are adjusted properly by the examiner.
☐ read the sentence he/she wrote on regular writing paper.
☐ read the sentence he/she wrote on bold line paper.

Non-Optical Aids
When accessing information through the use of non-optical aids, the:

☐ individual reads materials produced with felt tip pen on bold line paper.
☐ Individual prefers
☐ incandescent lighting
☐ fluorescent lighting
☐ Natural light.
☐ student experiences glare problems from
☐ overhead lighting
☐ window lighting
Individual prefers less lighting than currently available.
Individual prefers to have materials placed on a reading stand or copy holder.

**Braille and Tactile**
When accessing information through braille and tactile graphics, the:
- Individual is able to use simple tactile graphics.
- Individual is able to read materials in braille.
- Individual’s oral braille reading rate is _____ wpm
- Individual is able to read braille on an electronic/refreshable braille display.

**Auditory**
When accessing printed information audibly, the:
- Individual is able to demonstrate comprehension by answering simple questions & relating details about a passage when it is read to him/her.
- Individual is able to paraphrase information presented orally (sentence or story.)
- Individual is able to write, type, or braille what he/she heard (sentence dictation) without having it repeated more than twice.
- Individual is able to put tape in and remove tape from player/recorder.
  - Individual is able to activate play, pause, stop, fast forward and rewind functions (please underline those demonstrated.)
- Individual is able to understand and comprehend compressed or “fast” speech.
Individual is able to manipulate variable speed and pitch controls.

When using an electronic writing device, (computer, portable note taker) the:

- Individual is able to write characters, words and sentences.
- Individual is able to perform basic functions with, without instruction from the examiner.

Comments: ___________________________________________
_____________________________________________________
_____________________________________________________

**Computer Access**

**Visual**

When accessing electronic information on a standalone computer or in the computer lab, the:

- Individual is able to read menus and other system text items on a _____ inch monitor at approximately _____ inches.
- Individual was able to read bold _____ point print in an:
  - Arial, Antique Olive, Tahoma, Verdana font displayed on a ____ inch monitor at approximately 13 inches.

Individual is able to see information on the standard computer monitor with:

- screen magnification hardware at approximately ___ inches.
- flexible arm monitor stand at approximately ___ inches.
- screen enhancements provided with computer operating system
- High Contrast color scheme
- Large icons
Extra Large icons
Screen magnification software with ____ magnification

When accessing the computer through the use of screen magnification software, the:

Individual is able to read 12 point print enlarged to ____ x magnification at a viewing distance of approximately 13 inches.

Individual expressed a polarity preference for:
- dark on light
- light on dark.

Individual is able to locate and select menu items, buttons and icons with the mouse/pointing device.

Individual is able to navigate around the magnified image with the mouse/pointing device.

Individual ___ is, ___ is not able to maintain orientation when navigating around the screen.

Individual is able to read text in the panning/review mode with a speed setting of ____.

Individual expressed a viewing mode preference.
Specify: ___________________________________________________

Individual is **unable** to access the computer visually.

**Auditory**

When accessing computer based information audibly, the:

Individual is able to understand synthesized speech produced by ___________________________________________________

Individual is able to execute navigation commands with instruction.
Tactile
When accessing computer based information tactually, the:

- Individual is able to read braille text displayed on an electronic refreshable braille display.
- Individual is able to execute navigation commands with instruction.
- Individual is able to enter text through the braille keyboard.

Input Devices
Keyboard Use

- Individual is able to use a standard keyboard without adaptation.
  - Individual is able to locate and identify alphanumeric keys.
  - Individual is able to locate and identify function keys.
  - Individual is able to activate two keys simultaneously.
  - Individual does not demonstrate excessive miss-hits or key repeats.
  - Individual uses good mechanics when typing. (Posture, wrist elevation, etc.)
  - Individual types with ___ fingers of right hand and ___ fingers of left hand.
  - Individual demonstrates keyboard awareness (has a general knowledge of the key locations).
- Individual is able to touch type while looking at his/her hands.
- Individual is able to touch type without looking at his/her hands.

- Individual is able to utilize a standard computer keyboard with adaptations. (Seek assistance from occupational and physical therapist as needed.)
O zoom caps
O key guard
O finger guard/pointer
O key latch
O wrist/arm support
O head pointer
O moisture guard
O tactile locator dots
O mouth stick
O other: Specify: ________________________________

□ Individual is able to utilize a standard computer keyboard with the following keyboard utilities. (Seek assistance from general technology specialist, OT or PT to complete this section.)

O sticky keys
O repeat keys
O slow keys
O toggle keys
O mouse keys _____

□ Individual is not able to utilize a standard keyboard with or without adaptations. (If checked, refer student for a Computer Access Evaluation.)

**Use of a Pointing Device**

□ Individual is able to navigate the desktop with the standard mouse/trackball.

□ Individual is able to maintain the mouse position while clicking/double-clicking.

□ Individual is able to maintain eye contact with the screen while navigating the desktop.
Individual is able to access pull-down menus with the standard mouse.

Individual is not able to use a standard mouse. (If checked, please request a Computer Access Evaluation.)

Additional Assessment Information:

Recommendations for Access Technology

Based on the results of this assessment, the following recommendations are made regarding access technology to support this individual’s employment/educational objectives.

**Accessing Printed Materials** (individual’s with visual impairments will use a combination of strategies to access printed information. Some will be appropriate for short reading assignments and others will be necessary for longer passages.). Check all that apply:

- Individual should use regular print materials for
  - short reading assignments.
  - most reading assignments.
- Individual should use regular print materials with optical aids.
  - glasses/contact lenses
  - hand held magnifier
  - stand magnifier
- Individual should use materials written with felt tip open on bold line paper.
- Individual should use regular print materials enlarged on a photocopying machine.
- Individual should use large print books.
- Individual should use regular print materials scanned into a computer, edited and printed out in ___ point print.
Individual should use regular print materials with video magnifier/CCTV (Closed Circuit television).
Individual should use regular print materials with the VisAbility program.
Individual should use materials in braille.
Individual should use recorded materials.
Individual should use a computer assisted reading system such as Kurzweil 1000, Open Book, etc.

Comments: ___________________________________________
_____________________________________________________
_____________________________________________________

**Computer Access**

**Input Method**

- Individual should use a standard keyboard.
- Individual should develop/improve keyboarding skills.
- Individual should use a standard keyboard with adaptations.
  Specify: ___________________________________________
- Individual should use an alternative keyboard.
  Specify: ___________________________________________
  - Individual should use a standard pointing device like a mouse or trackball.
- Individual should use an alternate point device.
  Specify: ___________________________________________
  - Individual should have access to a copy holder that allows printed materials to be positioned at a comfortable viewing distance.

**Output Mode**

- Individual should use a standard computer monitor
  Optimal size: ______________________________________
Individual should use a standard computer monitor with hardware adaptations
- adjustable monitor arm
- Compu Lens

Individual should use screen magnification software
- Close View
- inLARGE
- WIN
- Accessibility enlargement
- Dedicated screen magnification software
Specify: _________________________________________

Individual should use a speech synthesizer/sound card and screen reading software.
Specify: _________________________________________

Individual should use an electronic braille display.
Specify: _________________________________________

**Additional Hardware & Software**

Individual should be provided with access to the following hardware & software:

- Macintosh computer system with
  - RAM
  - hard drive
  - CD drive

- PC system with
  - RAM
  - hard drive
  - CD drive

- Optical Scanner
- Printer
- Appropriate Microsoft Office software suite
- Internet access
Other: __________________________________________

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The recommendations made above do not all have to be implemented immediately. The suggestions are designed for a one to two year plan in which the individual masters certain skills and is provided access to additional technologies that can facilitate their employment/educational program. During that time, new technologies will become available that will enhance their ability to maximize their employment/educational potential. The specific devices recommended may no longer be the most appropriate, but the assistance that they provide will continue to be a need for this individual.

Assessment Completed by (Signature)

Position: ________________________________

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