

# Polly (text-to-speech) instructions for students/ākonga

Here's what you need to know to use Polly (text-to-speech) in your assessment.

Polly is available to all students/ākonga sitting the writing and numeracy assessments. It is not currently available for the English Literacy reading standard (32403) assessment while the Ministry of Education is investigating the suitability of using text-to-speech with the reading standard.

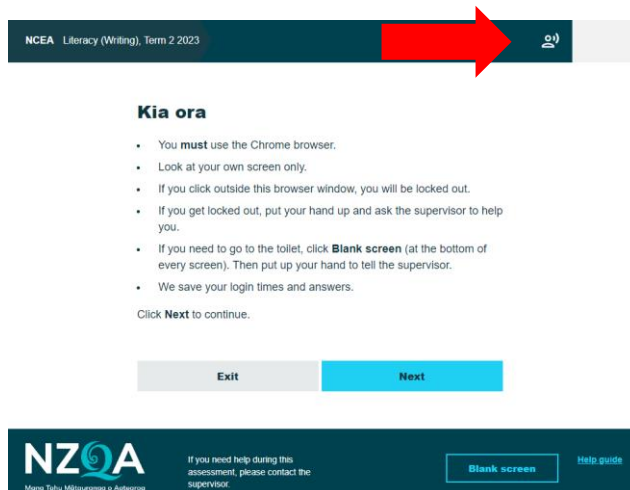
If you want to have someone to act as a reader for you as well as using Polly, tell your teacher in plenty of time before the date of the assessment so they can arrange it.

## Things to do before the assessment

1. Make sure you have headphones for the assessment.
2. Practise using Polly using the 2023 Term Two Writing or Numeracy assessments [2023 Term Two Writing or Numeracy assessments](#). (access code 0000).
3. If you don't have a log in for the past digital assessments talk to your teacher.
4. Read the (on the next page) for using Polly. [Polly instructions for students](#)

## On the day of the assessment

5. Make sure you have headphones to use with the assessment.
6. Log in to the assessment and follow the supervisor's instructions.
7. On the first screen of the assessment, turn Polly on.



NCEA Literacy (Writing), Term 2 2023

**Kia ora**

- You **must** use the Chrome browser.
- Look at your own screen only.
- If you click outside this browser window, you will be locked out.
- If you get locked out, put your hand up and ask the supervisor to help you.
- If you need to go to the toilet, click **Blank screen** (at the bottom of every screen). Then put up your hand to tell the supervisor.
- We save your login times and answers.

Click **Next** to continue.



Exit Next

NZQA  
Mana Tohu Mātauranga o Aotearoa

If you need help during this assessment, please contact the supervisor.

Blank screen Help guide

## Instructions for using Polly

Step	Action
<p><b>1</b></p>	<p>Log into the digital assessment.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Polly is off by default.</li> <li>• Turn it on using the icon on the top right-hand side of the screen.</li> </ul>  <ul style="list-style-type: none"> <li>• When Polly is on, it is available on all pages of the assessment – unless you turn it off again.</li> <li>• Turn Polly off by clicking the Polly icon (available on any page)</li> </ul>
<p><b>2</b></p>	<p>Highlight the text you want read aloud by selecting it with your mouse.</p> <p><b>Result:</b> The Polly play bar displays.</p> <ul style="list-style-type: none"> <li>• If you click outside this browser window, you will be locked out.</li> <li>• If you get locked out, put your hand up and ask the supervisor to help you.</li> <li>• If you need to turn Polly off, click the Polly icon (at the bottom of every screen). Then put up your hand to tell the supervisor.</li> </ul> 
<p><b>3</b></p>	<p>Click on play to hear the text read aloud.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• You can use the stop and pause buttons to stop or pause the text while playing.</li> <li>• You can move the playbar by clicking on it and dragging it across your screen.</li> <li>• If you want to turn Polly off at any time during the assessment, click the Polly icon in the top right-hand corner of your screen.</li> </ul>

## Questions

If you have any questions about Polly, please ask your teacher.