

## Exhibit A

### WA-AIM Graphics Style Guide\*

#### FILE FORMAT

- All final line art (files should be in an JPEG format

#### ART PLACEMENT

- Black and White line art only. Black and white photographs may be used only if necessary for the item/passage. An appropriate example would be a photograph of a historical event.
- Art needs to be able to be printed and clearly visible in black and white copying option.

#### PHOTOS

- Photos in black and white.
- Permissioned and stock photos may be used.
- All objects should show entire form (i.e. not just part of an arm).

#### NONPARALLEL OPTIONS

Options must not be distracting or “stand-out” to the student.

*Example 1:* The options are a dog, an elephant, and a giraffe. Only the giraffe is shaded.

*Example 2:* The options are a girl running, a girl’s smiling face, and a girl riding a bike. One view of the body is different from the other views.

*Example 3:* The following sentences are read to students:

- A. “*The boy read the book,*” with a drawing of a boy reading a book
- B. “*The boy threw the ball,*” with a drawing of a boy throwing a ball
- C. “*The boy washed his hands,*” with a drawing of a running faucet

*Option C depicts only an object (without the boy performing an action).*

*Example 4:* The options show -three different objects.

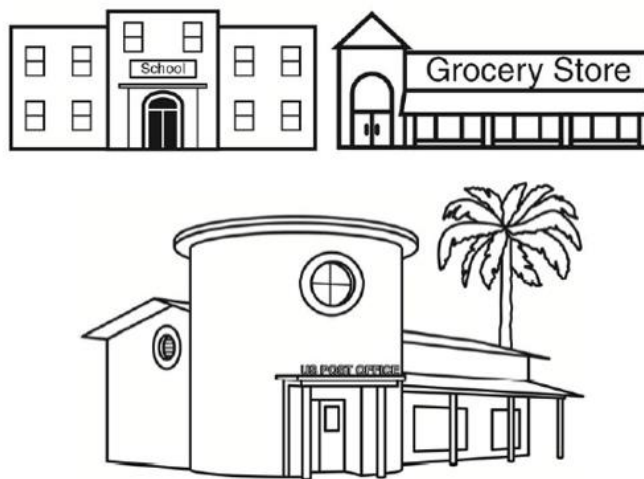
- A. A box viewed from above
- B. A cup viewed “straight-on”
- C. A table viewed “straight-on”

*The perspectives must be the same within an option set.*

## **BUILDINGS**

Use building styles commonly found currently in the United States (unless otherwise dictated by the item).

*Example: An 18<sup>th</sup>-century colonial house would not be appropriate.*



## **ENVIRONMENT/SETTINGS**

The setting / environment should be very simple. Overly detailed backgrounds are undesirable and reduce accessibility for sight impaired students. Only the minimum needed to establish context and plausible distractors is necessary. For example, a “barn” could include a cow and some trees.

## **PEOPLE/FIGURES**

- The default emotion is happy (smiling) unless the item or passage specifies otherwise.
- Clothing should be modest. The default clothing can be for warm weather (shorts, short sleeves, tank tops, sandals, etc.) or for colder weather (sweaters, jeans, coats, hats, boots, etc.). The item will indicate if particular attire is needed (e.g., baseball uniform, lab coat for a doctor).
- “Amputated” body parts should be avoided.
- Showing the entire human body is preferable. However, depending upon sizing constraints, it is permissible to show the body from the knees up, the waist up, or the shoulders up. The view of the body must be the same in all options.
- The age of the person should be appropriate for the grade level. For example, children shown in a grade 4 assessment should be 9–10 years old, not teenagers.
- Different races, ethnicities, physical abilities, and adult ages should be represented.

## FONT

- The minimum font size is 18 point. Font may be required within a graphic, for example: price tags, clocks, calculators. For graphics, only Verdana is used for text and digits.

*Example: The word “school bus” is read aloud to the student. It is not necessary for the student to read “school” on the picture.*



## ORIENTATION

Both landscape and portrait orientations are permissible, but orientations must be consistent

within an option set.

## **OVERLAPPING**

Overlapping of objects, animals, figures, etc. should be avoided whenever possible. The figures should be placed apart from each other whenever possible. Some graphics may require overlap, such as a crowd.

## **PERSPECTIVE**

- A straight-on view is preferred. A profile view is also acceptable.
- Avoid a 3/4-over view, bird's-eye view, and other less conventional perspectives.

## **PLANTS and ANIMALS**

Use species commonly found in the United States (unless the item requests a specific species).

*Example: Fish found in lakes may be more appropriate than ocean species.*

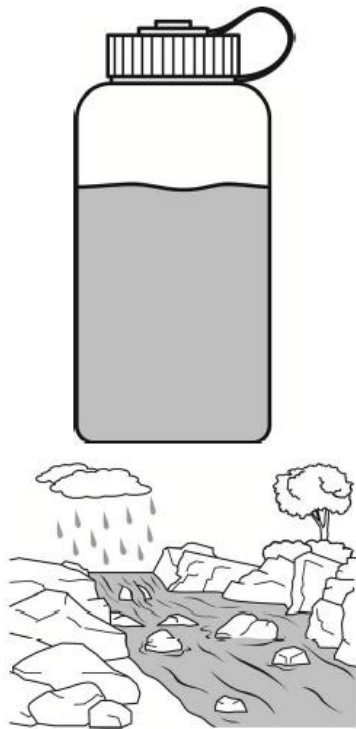
## **FILLS and SHADING**

- For item responses, use black-and-white line drawings.
- Avoid the use of grayscale in visual elements unless necessary to the construct measured.
- Flat grayscale (30% black) fills should be used only if necessary.

*Example 1: To indicate liquids (e.g. water in a glass or a lake)*

*Example 2: To enhance a linear graphic that is too "busy"*

*Example 3: To highlight a specific body part for a Science item (e.g., an arm on a figure)*



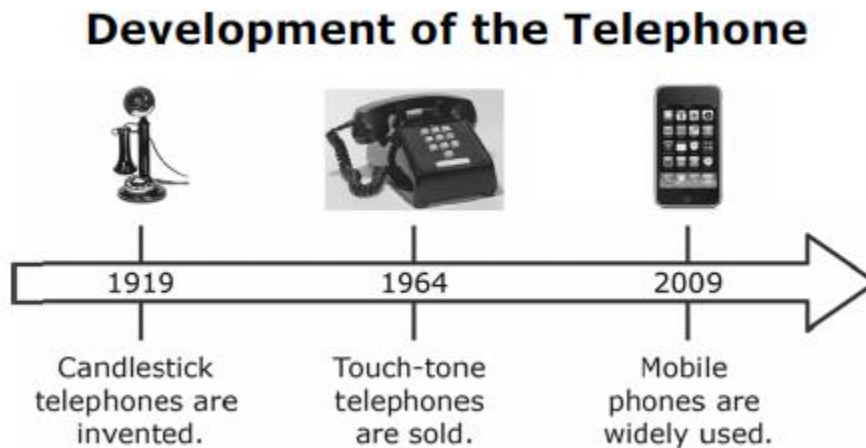
## SCALE

Draw the art as large as possible for the given space. Test Developers are required to specify if an option set needs to be “drawn to scale” or “real-life.”

*Example: A button should be smaller than a book; an ant should be smaller than a button.*

## TIMELINES

- All timelines have titles.
- A timeline that is a passage (i.e., no additional text) has a title that is centered and bold.  
The passage title serves as the title of the timeline.
- A timeline that is embedded in a passage part includes a title.
- Text is center-justified.



## CHARTS

- All charts have titles
- A chart that is a passage (i.e., no additional text) has a title that is centered and bold.  
The passage title serves as the title of the chart.
- Charts that are a passage have a title that is center and bold.
- A chart is embedded in a passage part includes a title.
- Text font and line weight follow above guidelines.
- Text is left-justified.

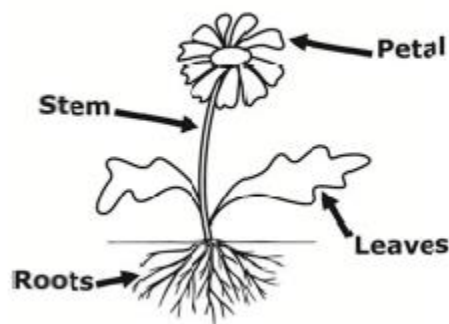
## Homes for People

Type	Region	Advantage
Caves	Edge of the Sahara Desert	Have a constant temperature which keeps people cool
Houses on stilts	South China Sea	Allows the sea breeze to cool the homes
Circular tents	Central Asia	Easily moved for nomadic lifestyle

## DIAGRAMS

- All diagrams have titles
- A diagram that is a passage (I,e., no additional text) has a title that is centered and bold. The passage title serves as the title of the chart.
- Diagrams that are a passage have a title that is center and bold.
- A diagram is embedded in a passage part includes a title.
- Text font and line weight follow above guidelines.
- Text is left-justified.

### Parts of a Flower



## LABELS

Names of shapes if based on label assigned to shape rather than the points e.g., “shape A” or “figure B”

- UPPERCASE REGULAR

Names of points (e.g., “point A”)

- **UPPERCASE BOLD**

Names of shapes if based on points on shape (e.g., “**triangle ABC**,” which includes points **A**, **B**, and **C**)

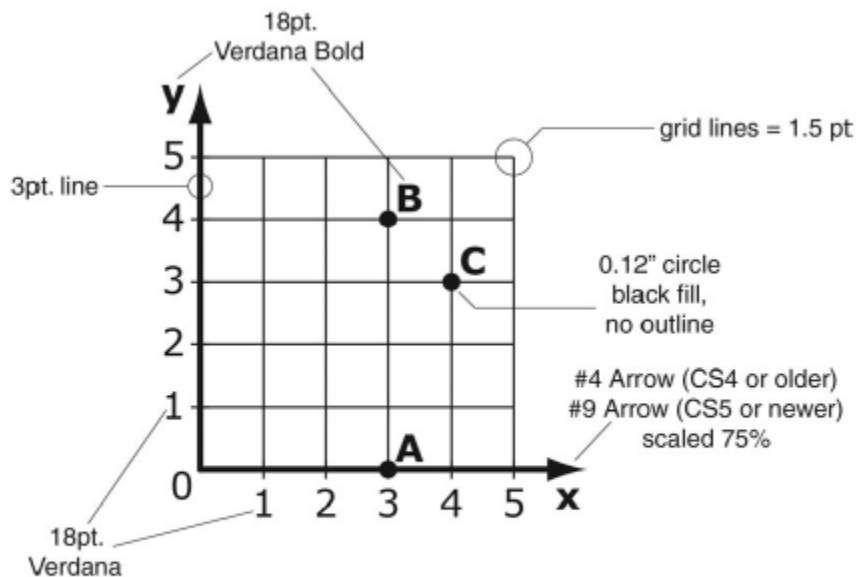
- **UPPERCASE BOLD**

Variables

- Lowercase, regular

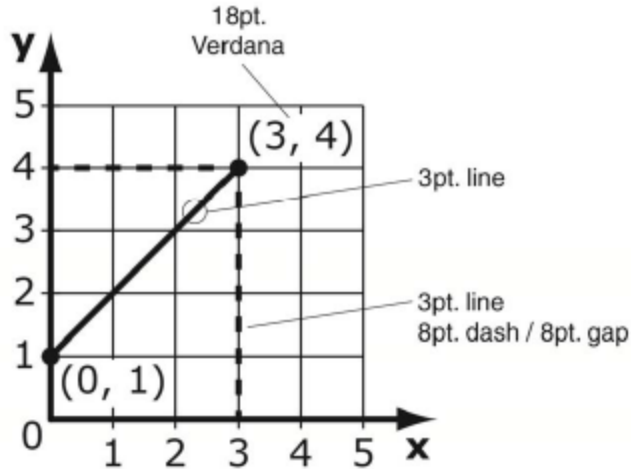
### **MONEY, GRAPHS, and CLOCKS**

- X/Y Grids should never exceed a 10 x 10 grid. Intervals of labels may vary, but the grid itself should be 10 x 10 or smaller.
- Graph and tables titles should have each word capitalized, **bold**; headers and information in charts s/b centered wherever possible; the headers should be initial capitals, **bold**.



\*X/Y Grids should never exceed a 10 x 10 grid.  
Intervals of labels may vary, but the grid itself should be 10 x 10 or smaller.





- Money—Coins and dollars should be “real-life” in size. Coins will be used that show the profile (ex: do not use image of a new nickel with  $\frac{3}{4}$  face view). Dollars can be scaled down if necessary.
- Scales—Use digital scales.
- Shapes
  - Measurements are not inserted in brackets.
  - Shading is left to the Test Developer’s discretion per guidelines previously outlined.
- When formulas are being included, please refer to the specs on page 21
- Angles/Points—Use **bold** (e.g., angle **K**)
- Data List – number lists should not be boxed in.

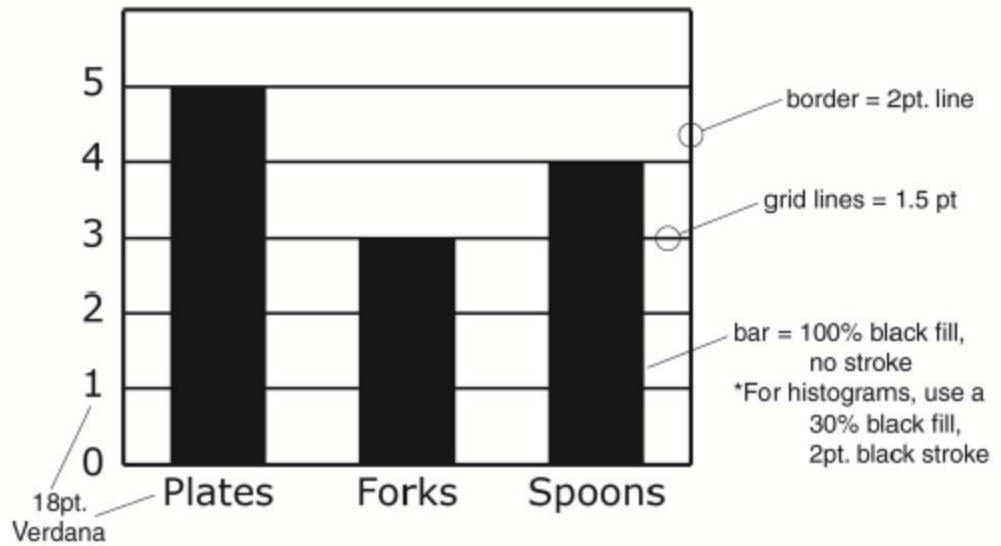
## Number of Samples

3, 4, 5, 6, 6, 8

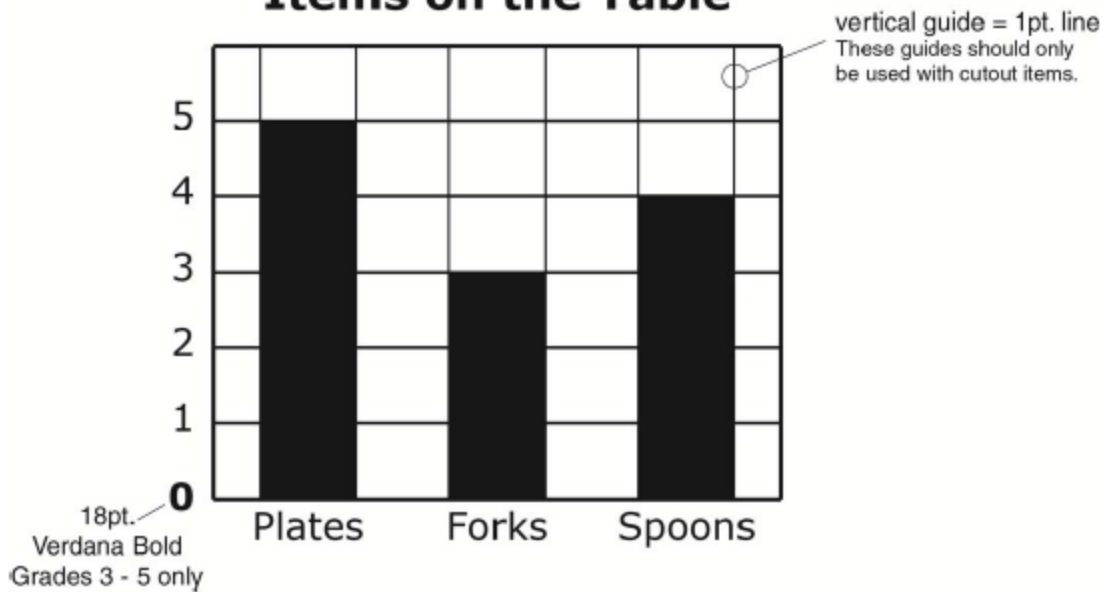
- Bar Graph – See example

21pt.  
Verdana

## Items on the Table

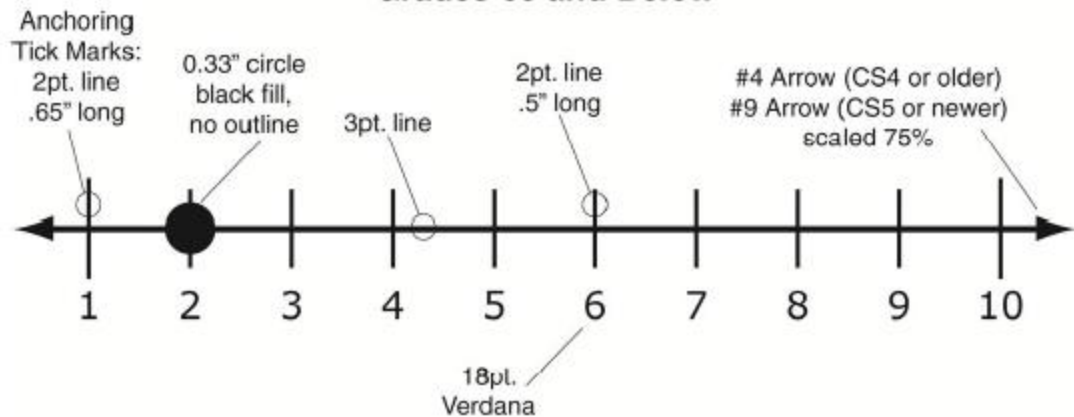


## Items on the Table

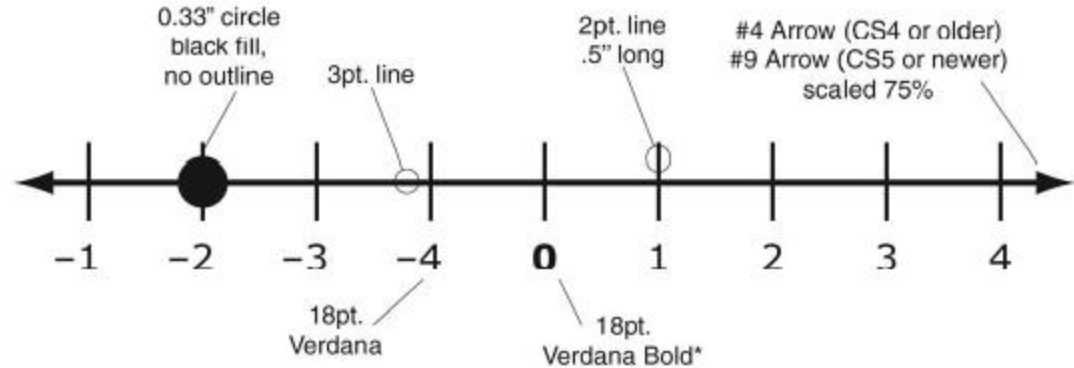


- Number Lines – See example

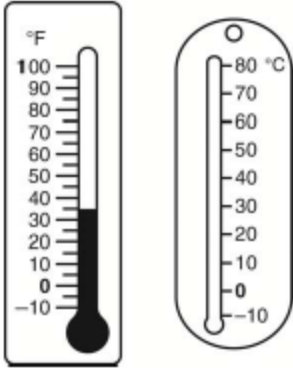
### Grades 05 and Below



### Grades 06 and Above



- Variables—Use **bold**.
- Units of measurement—Spell out units when possible.
  - If units of measure are abbreviated, periods should not be used.
  - In tables and graphs, units should be enclosed in parentheses next to the title/heading or on a separate line below. The unit should be lowercase.
- Thermometers
  - Fahrenheit/Celsius notations on thermometer, depending on grade level specifications.
  - Degree Symbol: no space between degree symbol and the F or C: “15°C” or “Temperature (°F).” Celsius or Fahrenheit should be spelled out first instance in item text, then referred to as °C or °F thereafter.
  - Zero on all thermometers should be in **bold** type.



- Time—Use small caps with periods (e.g., A.M. or P.M.)
- Clocks—The Test Developer will specify if a digital clock is required.

\*All analog clocks must have minute marks.

