

**Library-Iowa Department for the Blind**  
**Denise Bean**  
**[denise.bean@blind.state.ia.us](mailto:denise.bean@blind.state.ia.us)**

### Weekly Dose Exercise Material Basics

- Follow print for order, punctuation, and capitalization of all arabic numerals, roman numerals, and letters in exercise material.
- Do not change the wording for directions or exercise material. If you do, insert a transcribe note of this change.
- When possible, keep all answer choices on the same braille page as the question(s) they accompany.
- Question and answer choices should appear on a single page whenever space permits, regardless of the amount of blank space resulting on a page.
- When question and answer choices are too long to fit on a single page, all answer choices should appear together on one page whenever space permits.
- When answer choices are too long to fit on a single page, DO NOT split an answer choice between pages. Move entire set to next page, end result, the flow is easier to read.
- When questions and answers are divided in interpoint format, it is up to each agency to decide if questions and answer choices should be shown on facing pages or not. Simply ask to make sure formats being used are used and implemented for a reader.
- Exercise material in higher grades may have answer choices requiring additional pages. It is important to determine the best location for each page break IF an answer choice is longer than a single page.

Source: Rules of Unifies English Braille Print-to Braille, Section 10  
Exercise Material