

STUDENT GUIDE TO BKSb TESTING

LOGGING IN:

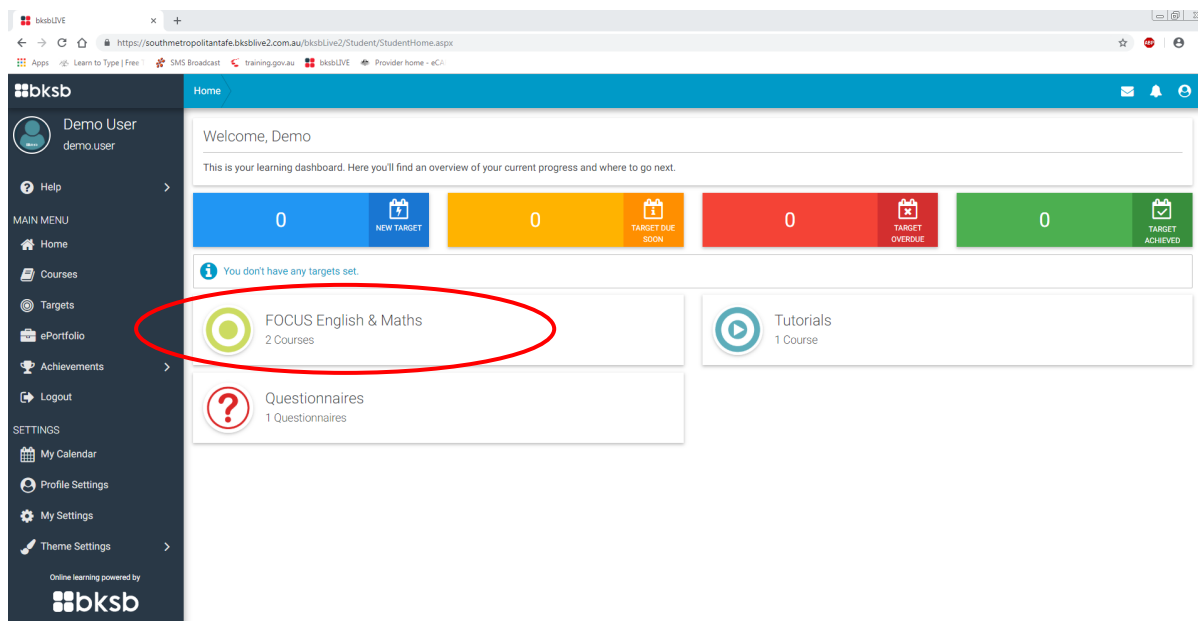
- <https://southmetropolitantafe.bksblive2.com.au> or go to the South Metropolitan TAFE website and follow the links from Future Students → Student Loans → Literacy and Numeracy Requirements → BKSb Testing Tool

The screenshot shows the South Metropolitan TAFE website. The navigation menu includes 'Future students', 'Current students', 'Short courses', 'Employers', and 'Campuses'. The 'Future students' menu is expanded, showing options like 'Why choose TAFE?', 'Apply and enrol', 'Unique student identity', 'Fees and payment options', 'Student loans', 'Aboriginal students', 'International students', 'Still at school', 'Migrants', 'University pathways', 'Recognition of prior learning', and 'School and community visits'. The 'Student loans' option is highlighted with a red circle. Below the navigation menu, there is a 'Course Guide 2019' section with a 'DOWNLOAD' button. The main content area is titled 'VET Student loans' and contains information about eligibility and application. A sidebar on the left lists various sections, with 'LITERACY AND NUMERACY REQUIREMENTS' highlighted in red. The main content area under 'LITERACY AND NUMERACY REQUIREMENTS' includes sections for 'Sitting a VET Student Loans literacy and numeracy test - BKSb', 'Test conditions', and 'Completion of the test'. A red arrow points from the 'LITERACY AND NUMERACY REQUIREMENTS' sidebar item to the 'BKSb TESTING TOOL' link in the main content area.

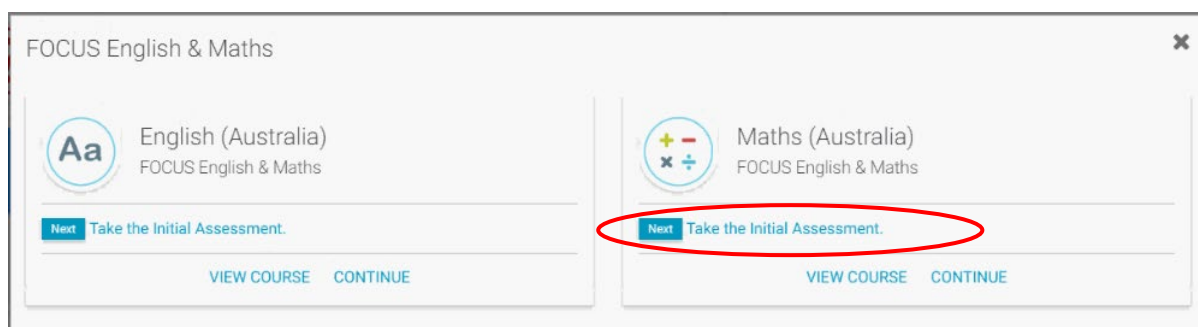
- First time users log in with
Username: Your personal email address (used to book your test)
Password: password
- Returning users use the password they reset to on their first sitting- if you can't remember what you set, please ask the Library Staff to call through for a reset
- You must agree to the terms and conditions of the test by scrolling down until the "I AGREE" box turns blue, and clicking to proceed.
- New users will be prompted to change their password on their first log in. *The password must contain an uppercase, lowercase and number or symbol.*

COMMENCING THE TESTS

1 Select the **FOCUS ENGLISH AND MATHS** menu option



We recommend taking the **MATHS** Assessment first as it tends to take longer than English, but it is up to the student



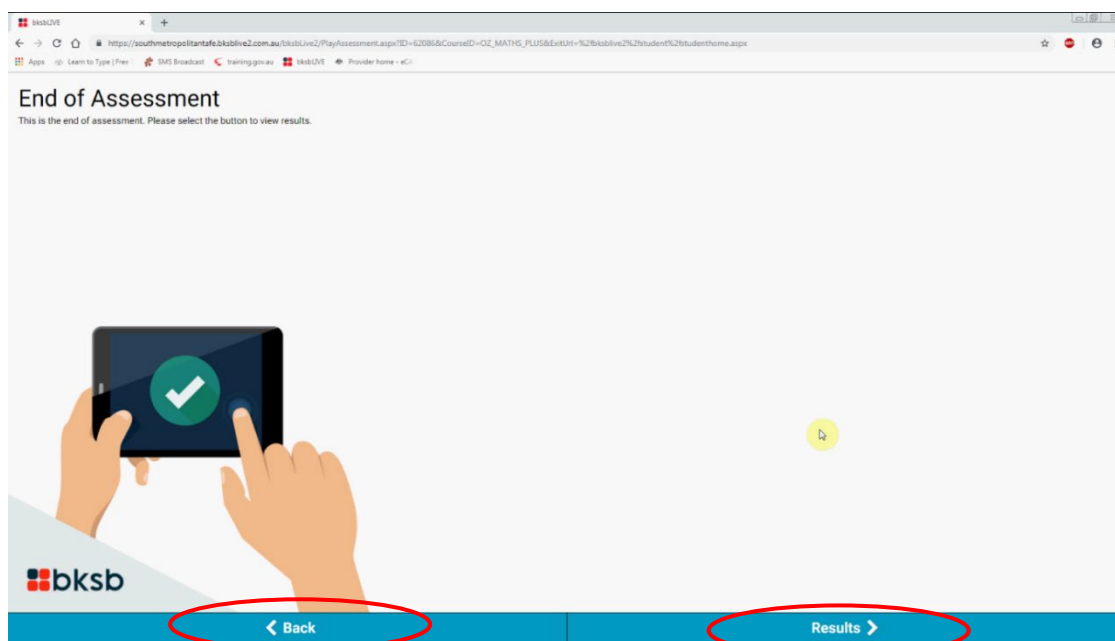
2 Click on **TAKE THE INITIAL ASSESSMENT**

3 The test will then guide through the navigation buttons within the test with a series of black boxes to click through

4 The final screen before the test is the **student declaration** that the responses are your own

ENDING THE FIRST TEST AND COMMENCING THE NEXT

- 5 As the student reach the end of the assessment, a screen will pop up that states **END OF ASSESSMENT**



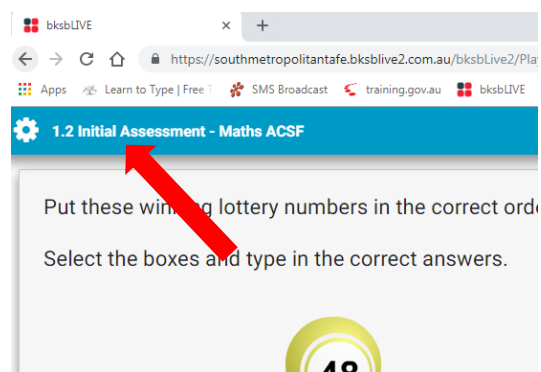
- 6 You can go back over questions by hitting the **BACK** button, otherwise **RESULTS** will end the assessment.
- 7 Results are shown on the next screen, but you do not need to worry about saving or even necessarily seeing it- we will contact you with results within 2 working days with the outcome. Simply click **EXIT** on this screen.

This will take you back to the **WELCOME** screen- **repeat the process of STEPS 1 to 7**, selecting the other assessment.

Whatever assessment was completed first, Maths or English, when starting the next assessment, ensure you **ONLY take the INITIAL ASSESSMENT for each.** (In step 2, you will note the boxes now have different options for the test you have already taken)

DO NOT PROCEED TO ANY DIAGNOSTIC TESTS – IT WILL ONLY WASTE VALUABLE ASSESSMENT TIME

You can check if you have stumbled into a diagnostic assessment by looking at the top left of the screen. If it doesn't look like this, exit out and start back at Step 1 to get into an INITIAL ASSESSMENT



At the end of the second test, log out with the  symbol in the top right corner of the screen