LOGGING IN:

- [https://southmetropolitantafe.bksblive2.com.au](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

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)*

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**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**

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