

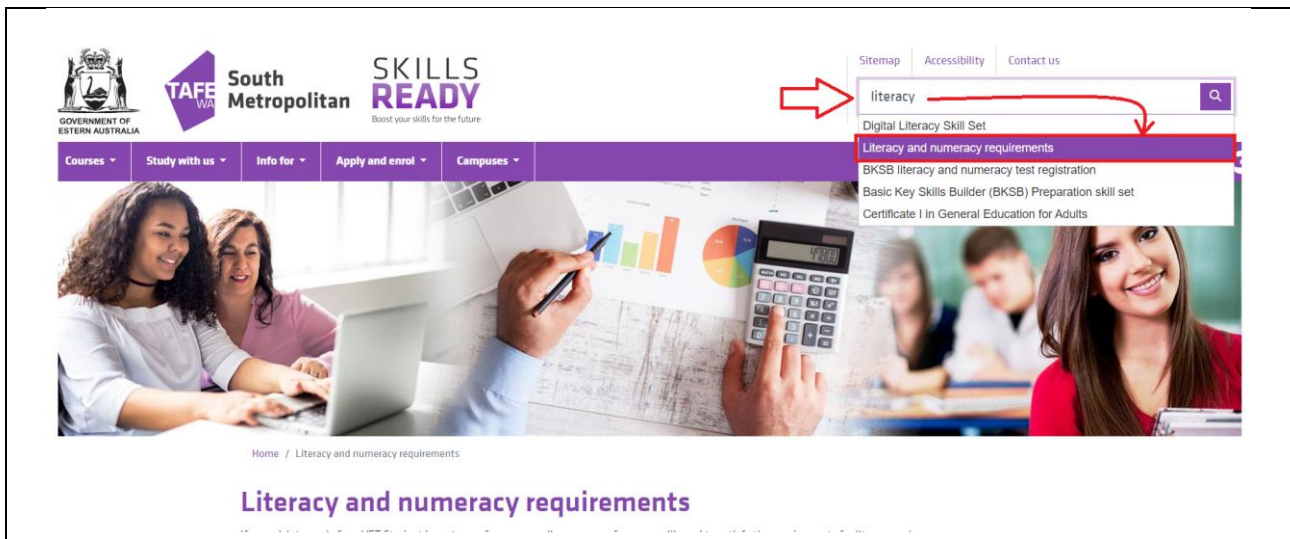


STUDENT GUIDE TO BKSB TESTING

LOGGING IN:

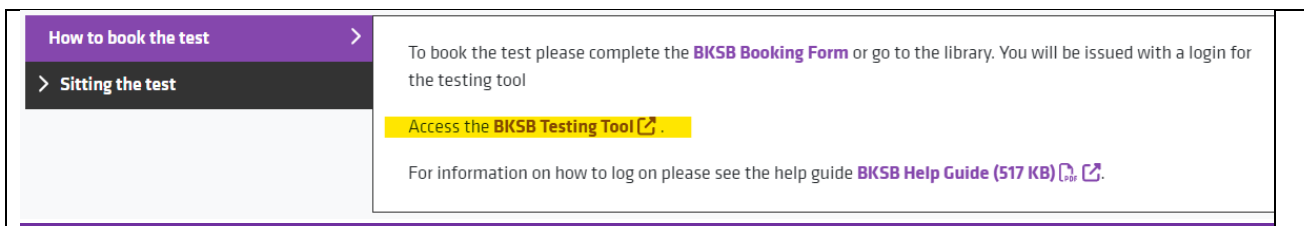
Go to South Metropolitan TAFE’s website: <https://www.southmetrotafe.wa.edu.au>

1. At the top right corner of our website in the search bar, type “literacy” and click on the magnifying glass to do a search.
2. Select “Literacy and numeracy requirements”.



Click on [BKSB Testing Tool](#) in the box on our website or click on the following link:

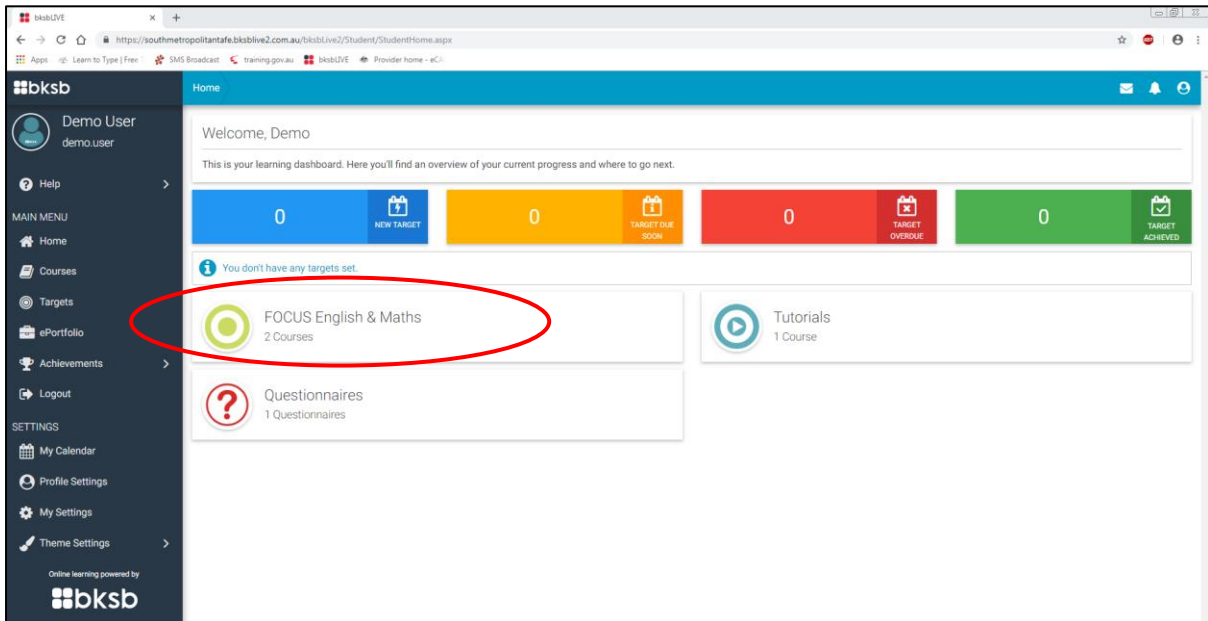
<https://southmetropolitantafe.bksblive2.com.au>



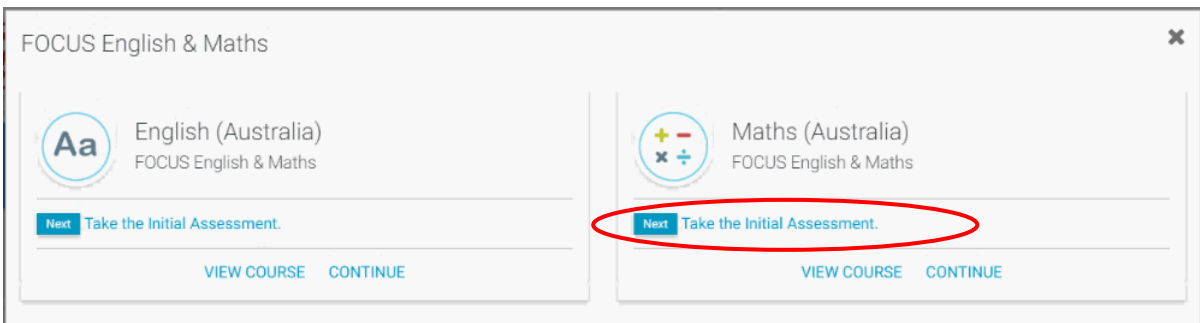
- First time users log in with:
 - Username:** Your personal email address (that you used to book your test)
 - Password:** xxxxxxxxxx (the password will be provided on the day of your test)
- Returning users can use the password they reset to on their first sitting. If you can’t remember what you set, 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**”. When the box turns blue, click to proceed.
- New users will be prompted to change their password on their first log in. *The password must contain an uppercase, lowercase a number and/or a symbol.*

COMMENCING THE TESTS:

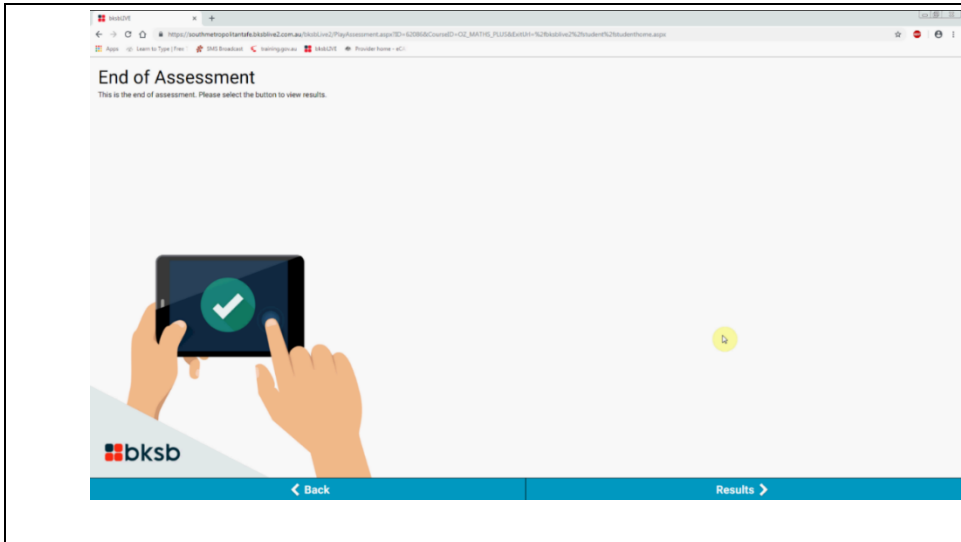
1 Select the **FOCUS English & Maths** menu option



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. You must acknowledge this.
- 5 As you 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.

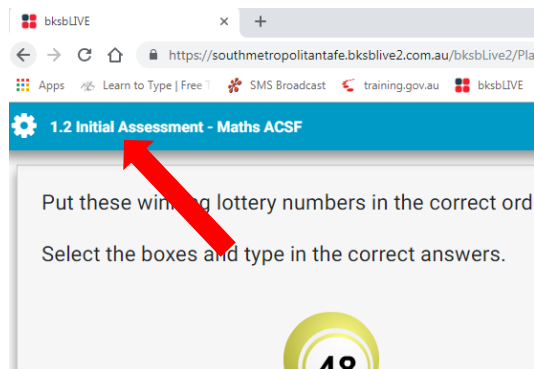
ENDING THE FIRST TEST AND COMMENCING THE NEXT

Once you have completed your first test, you can commence your next test at your pace.

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

Once you have completed both tests, ie. you have reached “**End of Assessment**” for both tests, you do not need to worry about saving the test as it’d automatically save your results. A SM TAFE Officer will contact you with your results within 2 working days with the outcome. Simply click **EXIT** on this screen and let the supervising staff that you have finished.

Feel free to email the student.loans@smtafe.wa.edu.au team if you have any questions.