

# **TAFE SA VETRO LLN Assessment**

## **Invigilation Guidelines for Schools**

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## Important Links

### School invigilation nomination

<https://www.tafesa.edu.au/apply-enrol/secondary-school-courses/registration-for-school-to-invigilate-vetro-lln-assessment>

### Reasonable Adjustment notification

<https://www.tafesa.edu.au/apply-enrol/secondary-school-courses/notification-of-reasonable-adjustments-for-the-vetro-lln-assessment>

### LLN Assessment launch page

<https://www.tafesa.edu.au/vetro-lln>

## Contact Information

**Vet Coordinator Hotline:**

**08 7085 0014**

**TAFE SA Customer Service**

**1800 882 661**

**Schools Team email support:**

**[schools@tafesa.edu.au](mailto:schools@tafesa.edu.au)**

# Introduction

The TAFE SA Language Literacy and Numeracy (LLN) Assessment is part of the Skills SA VET Readiness Orientation (VETRO).

The VETRO LLN Assessment indicates a students' reading and numeracy skills to ensure that learning support needs can be planned for. The LLN is also a requirement of Skills SA for students to access Government Subsidised funding to study at TAFE SA.

The invigilation guidelines focus on the procedures for supervising the LLN Assessment. It is important that you are familiar with the procedures in this guide and that you provide students with access to the resources and video when coordinating the Assessment sessions.

The information and guidelines for supervising assessments contains important information to ensure consistency in assessment administration and ensure that the assessment results are a true reflection of the students' own literacy and numeracy abilities.

To administer the online TAFE SA LLN Assessment, it is important that you know how to:

- Access & navigate the online assessment portal.
- Manage assessment sessions.
- Guide students on how to finalise the assessment.
- Guide students on how to download and save/print their certificate.

Your role in the administration of the LLN Assessment is critical. Standardised administration of the assessments ensures that fairness and reliability of the assessment tasks are maintained. Delivery of the assessment in the school environment will contribute to a positive and calm atmosphere where students feel confident and comfortable in their familiar settings.

## Registering your school for LLN Invigilation

To enable schools to invigilate the LLN Assessment within your school community, each school will need to complete an online registration form with TAFE SA and nominate school invigilators for your site. Invigilation must be undertaken by a staff member associated with the school. Volunteers, parents/guardians or other community members are not approved to supervise LLN Sessions.

**Register your school invigilators:** [LLN Invigilation Registration Form](#)

The Student Login Details will be sent directly to registered schools via the VET Coordinators when applicants are identified to be ready to commence the LLN process (note: each applicant will be checked against Skills SA evidence, entitlement and eligibility criteria prior to login details being provided. Refer to the [TAFE SA VETRO Process Map](#) for further details).

If you have questions about the LLN Assessment process, please reach out to the TAFE SA Schools team on **08 7085 0014**.

# PREPARING FOR THE LLN ASSESSMENTS

## Before the assessment day

Your role as the assessment invigilator is to deliver the LLN Assessments to students who have applied for a subsidised Vocational training place with TAFE SA. As part of your role, in the weeks before the assessment, you will be required to:

- Familiarise yourself with the ACER LLN practice environment to ensure you are familiar with the look and feel of the ACER assessment platform.  
<https://registration.acer.edu.au/materials/cspa/cspa-practice-test/access/create>
- Decide where the assessment sessions will be held.
- Confirm how you and the students will connect to the internet, including setting up any safe sites for the ACER online environment through your ICT department.
- Identify any school procedures that may impact your students, including procedures for students bringing their own devices (BYOD) if applicable.
- Consider how to manage emergencies and assessment disruptions.
- Ensure you are familiar with the administration instructions and procedures in this guide.
- Ensure you are aware of any reasonable adjustments for the students in your session.
- Ensure that Student Login Details have been received by the VET Coordinator and are stored in a confidential location. Login Details are not to be provided to students outside of a supervised assessment session.

## On the assessment day

Prior to commencing the online LLN Assessments, please allow enough time to set up the devices and the room, and ensure you have all materials required for the session. This may include:

- A device for each student attending the session (and/or BYOD stations available).
- A list of students attending the session, including details of which students, if any, have been approved for disability adjustments, and what those adjustments include.
- Student Login Details for all students participating in the LLN Assessment session (these slips have the unique student usernames and passwords for each student).
- Contact details for your school's ICT support and the TAFE SA School Team hotline (see page 2 of this guide).

It is important that all students across different schools receive the same LLN Assessment instructions. The instructions and scripts in this guide are standardised so that no student is advantaged or disadvantaged.

No other instructions or assistance are to be given to students, except those permitted in these guidelines.

# GUIDELINES FOR SUPERVISING LLN ASSESSMENTS

When supervising the assessments, the **following actions must be undertaken**:

- ✓ Only provide Student Login Details to students physically present in the room via a printed copy of the Student Login Details slip.
- ✓ Direct students to the TAFE SA LLN Assessment website to begin the assessment.
- ✓ Encourage student participation.
- ✓ Actively monitor student conduct by regularly walking around the room and checking that students are not talking, collaborating or using prohibited items as listed below.
- ✓ Allow the use of the web browser's 'read-aloud' function (text to speech voice reader), noting that students will need headphones to use this function.

The **following are not permitted during the LLN Assessment** as they could affect the validity of the assessment:

- ✗ Unsupervised access to Student Login Details – details must not be emailed or provided electronically to students.
- ✗ Books, dictionaries, rulers, protractors/mathematics templates.
- ✗ Mobile phones or any other devices that connect to the internet.
- ✗ Calculators (there is a built-in calculator within the LLN Assessment).
- ✗ Taking photographs or video recordings while assessments are in progress.

# TIME ALLOWED FOR LLN ASSESSMENT SESSIONS

## Preparation time

For each assessment session, you will need to allow an introduction time of approximately 15 minutes for students to settle in, have the Student Login Details given to them, access the online TAFE SA website, view the introduction video, and log into the online LLN Assessment.

## Undertaking assessments

Once logged in, students will have up to 3 hours to complete the online LLN Assessment. A countdown timer within the assessment allows students to see their time remaining. The assessment session will automatically close at the end of the 3-hour time period.

## Taking breaks

A comfort break of up to 10 minutes is available where the timer can be paused during the assessment. The 10 minutes can be taken multiple smaller breaks, or one longer break, up to a total of 10 minutes over the duration of the assessment.

## Assessment Time-Out

The assessment platform will automatically close the assessment session if the assessment is inactive for longer than 30 minutes. Inactivity could be triggered by:

- taking a long break of more than 30 minutes at a time
- logging out or closing the assessment for more than 30 minutes
- leaving the screen inactive for more than 30 minutes

Timed out assessments can be reset by phoning the TAFE SA Schools Team hotline to review the results. Resetting assessments may take up to 2 business days, as the progress and results from initial session needs to be reviewed to avoid students needing to restart from the beginning.

## Assessment Sections:

Students will complete up to 4 sections of the LLN Assessment. All students undertake the initial questions and will be automatically directed to continue with additional reading and/or numeracy questions if further information is required.

- ✓ 15 Initial Reading Questions
- ✓ 15 Initial Numeracy Questions
- ✓ 25 Further Reading Questions (if further information is required)
- ✓ 25 Further Numeracy Questions (if further information is required)

## Completion

It is important for students to complete and finalise their progress at the end of each section for their progress and results to be saved.

## ASSISTING STUDENTS

Professional and ethical behaviour is expected in all aspects of the administration of the LLN Assessment. Any additional support given to a student that advantages them in any way could invalidate the results. Assisting students can cause the LLN results to appear higher than the actual students' skills and this can lead to support planning opportunities being missed.

During all assessments, **YOU MAY:**

- ✓ Read and clarify general instructions.
- ✓ Remind students of the way to respond to particular item types (e.g., that they need to select an answer, type an answer or place tiles into the correct order).
- ✓ Remind students how to change their answer, if necessary.
- ✓ Remind students how to navigate through the platform (without navigating for them).
- ✓ Remind students how to access different aspects of the platform (e.g., timer, built-in calculator, magnification, read-aloud function).
- ✓ Advise students to leave a question they are unsure about and move to the next question.
- ✓ Provide general encouragement to continue.

During all assessments, **YOU MUST NOT:**

- ✗ Give hints or examples.
- ✗ Explain, paraphrase or interpret questions, including translating into another language.
- ✗ Indicate to students whether answers are correct or incorrect.
- ✗ Remind students about related work completed in class.
- ✗ Navigate through the platform for the student or in any way manipulate the mouse, keyboard or screen on behalf of the student (unless this is registered as a reasonable adjustment for students with disability, see details below).

### Reasonable Adjustments for students with disability

Students with disability and support needs that have been identified in the VETRO application Part A referral may be granted adjustments such as extra time, extra rest breaks and/or accessible formats. Identification and explanation of adjustments are available in Appendix 1.

The school is required to notify TAFE SA of adjustments required for students at least two business days prior to assessment. This will be noted in TAFE SA's LLN tracking system.

**Students requiring adjustments for the LLN Assessment:** [Reasonable Adjustments Notification](#)

# COMMENCING THE ASSESSMENTS

## Administering the Assessment

The information below provides an overview of how to support students to login to TAFE SA's LLN Assessment platform, undertake their LLN Assessment, and to finalise the session.

You will require the following for each LLN Assessment Session:

- This LLN Invigilation Guide for Schools and the script within this guide
- Student Login Details – this contains the unique student username and login for each student in your LLN Assessment Session.

### Step 1

- Ensure students are seated individually at computers and/or laptops in the classroom.
- Distribute the Student Login Details to each individual student in your session.
- Check that all students in attendance match the student names on the Login Details.

### Step 2

- Read aloud the following script:

Today you will undertake the TAFE SA Language Literacy and Numeracy (LLN) Assessment.

This is part of your application to study a Vocational Training course at TAFE SA.

You can use headphones for this assessment to use the 'read aloud' function in your web browser if you would like to hear the written prompts. You can also read it on your screen.

The LLN Assessment is made up of a series of reading and numeracy questions. Not all students will have the same version of the assessment. Students may have different questions to answer and may finish the assessment at different times.

If you have any questions or experience any technical issues during the assessment, such as your device not working, please raise your hand and I will help you.

I will now play a short video with information and instructions for the TAFE SA LLN Assessment.

*[ALTERNATIVE: if there are no facilities to play the video to the entire classroom, you may instruct students to put on their headphones and watch the video independently on their screen when they begin their assessment].*

At the end of your assessment please raise your hand and speak to me before you log off or close your browser, so that we can download and save/print your certificate. After your certificate has downloaded you may log off and leave the assessment session.

You can now commence the assessment TAFE SA LLN Assessment Session using the details on your Student Login Details.



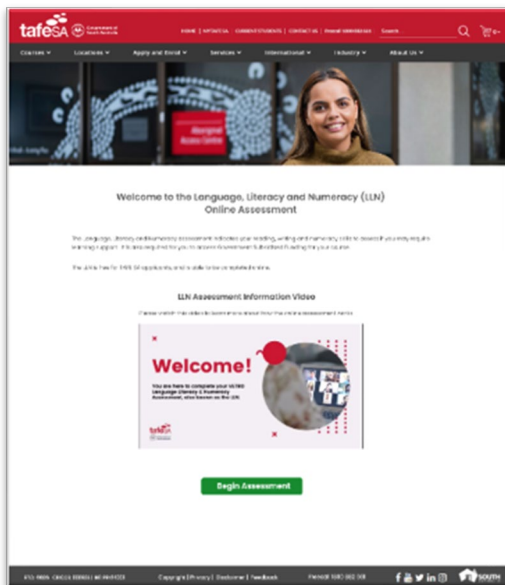
## Step 3

### Sitting the LLN Assessment – the student view

<https://www.tafesa.edu.au/vetro-lln>

Direct students to open their web browser and read the information provided. If video has not been played during the introduction, instruct students to watch video.

1. When ready to commence, students click on 'Begin Assessment'.



2. Students log in to the ACER site using the username and password provided on their unique Student Login Details.

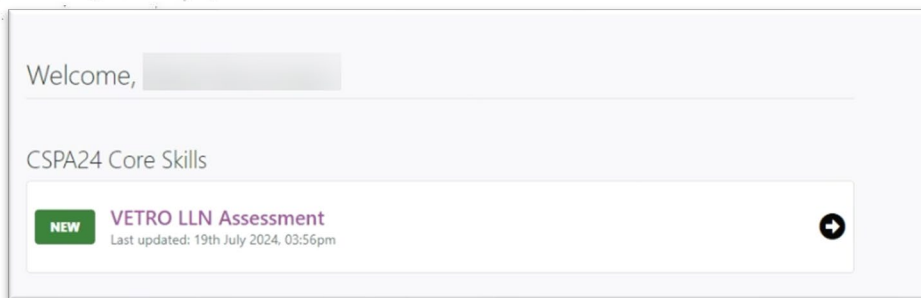
### Log in

Username

Password

[Forgot your password?](#)

**3. The student should then click ‘New – VETRO LLN Assessment.’**

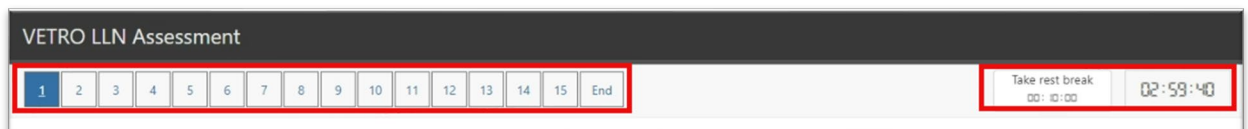


Students will be provided with instructions on how to use the technology, click ‘Next’.  
Click ‘Start Assessment’ to begin LLN.

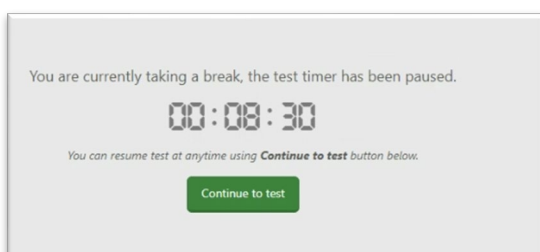
**4. Student will commence the initial reading questions, followed by the initial numeracy questions.**

Once the assessment has started, students will see a:

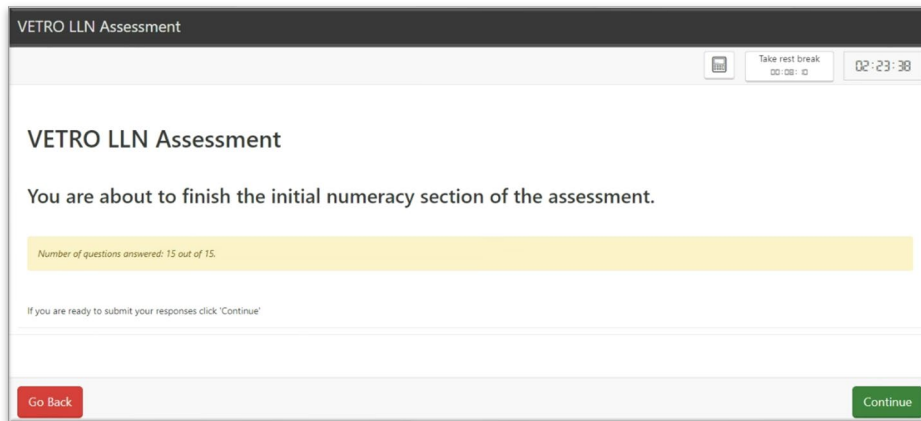
- question counter at the top left of the screen.
- ‘Take rest break’ button indicating the remaining break time.
- countdown timer indicating remaining time.



Rest breaks are commenced by clicking the ‘Take rest break’ button. A timer displays the remaining rest break time. Click ‘Continue to test’ to return to the assessment.

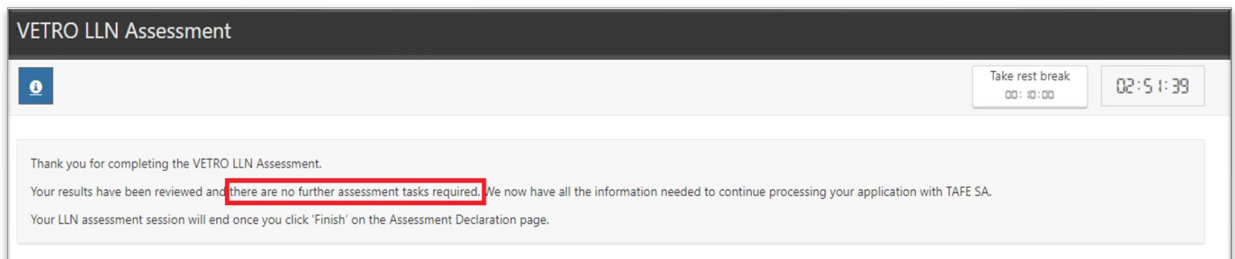


5. At the end of each section, students will be asked to submit their responses by selecting 'Continue'.



6. At the end of the initial reading and numeracy questions, students will receive a personalised instruction that they have either:

- Completed the LLN Assessment



OR

- Need to continue with the next part of the assessment (this could consist of doing just reading, just numeracy, or both reading and numeracy)



7. When all required sections of the LLN Assessment are completed, students will be asked to press “Finish” on the Declaration and Assessment Page.

VETRO LLN Assessment

### Assessment Declaration

By pressing Finish, I declare that only the named submitter has completed any responses.

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The policy sets out your rights and processes. You can complain about a privacy breach, access, and have changed your personal information held by ACER. If you have any questions, please contact ACER's Manager of legal and commercial services, David Noga. His office is at ACER, 19 Prospect Hill Road, Camberwell, Victoria 3124. You can reach him at [david.noga@acer.org](mailto:david.noga@acer.org).

Finish

8. Screen returns to the Homepage where the VETRO LLN Assessment is marked ‘complete’.

Welcome, [blurred name]

CSPA24 Core Skills

**COMPLETE** VETRO LLN Assessment

Last updated: 25th July 2024, 03:12pm

## Step 4

### After the assessment

At the end of the assessment session, dispose of all Student Login Details in a confidential manner.

## Step 5

### Unfinished assessments

If any assessment attempt could not be finished because of a disruption or a student left the session due to illness or injury prior to the 3 hour time limit, you must phone the TAFE SA VET Coordinator hotline to arrange for access to be reset. Reset may take up to 2 business days to activate, requiring student to return at a later date to complete.

## APPENDIX 1: Reasonable Adjustments

The following table shows the available disability adjustments for the VETRO LLN Assessment, including a description and action required by the school.

The school is required to notify TAFE SA of adjustments required for students at least two business days prior to assessment. This will be noted in TAFE SA's LLN tracking system.

**Students requiring adjustments for the LLN Assessment:** [Reasonable Adjustments Notification](#)

Adjustment	Description	Invigilator action required	Provided by
<b>LLN support person</b>	<p>Dedicated person to provide guidance to the student to navigate the LLN Assessment platform.</p> <ul style="list-style-type: none"> <li>Note, help is only allowed within the specified guidelines</li> </ul>	<p>Arrangements should ensure that these adjustments do not impact other students and are within the permitted support outlined in this guide.</p>	School
<b>Rest breaks</b>	<p>Allow student to take breaks (up to maximum 45 minutes during the assessment) as required and return to LLN assessment.</p> <p>Breaks can be taken in any time increments (i.e. taken as multiples of 5, 10 or 15 minute breaks, up to a maximum of 30 mins for any one break).</p>	<p>Remind student to utilise 'pause' button within assessment before commencing break.</p> <p>NOTE: The assessment will automatically time out after 30 minutes, even when pause button is activated. If assessment times out, contact TAFE SA's dedicated Vet Coordinator Hotline to arrange for access to be reset. Reset may take up to 2 business days to activate, requiring student to return at a later date to complete.</p>	School
<b>Extra Time</b>	<p>Allow student to take the required time they need to complete the LLN assessment.</p> <p>Allow student to undertake the LLN Assessment in sections across multiple sittings.</p> <p>Rest Breaks can be applied in conjunction with Extra Time.</p>	<p>NOTE: The assessment will automatically time out after 30 minutes, even if the assessment is closed, unattended, paused or logged out.</p> <p>If assessment times out, contact TAFE SA's dedicated Vet Coordinator Hotline to arrange for access to be reset. Reset may take up to 2 business days to activate, requiring student to return at a later date to complete.</p>	School
<b>Assistive technology</b>	<p>Encourage student to use existing technology they are already familiar with and use in day-to-day classroom activities.</p>	<p>Use a web browser that allows the settings &amp; manipulations required by student (customised pointing devices, keyboards, software access, colour contrast, etc.).</p>	School
<b>Accessible Format</b>	<p>Access to accessible format of assessments for students who are existing users of Braille or other specific formats.</p>	<p>VET Coordinator and Student need to book an appointment with TAFE SA's Disability &amp; Inclusion staff to discuss and plan adjustments.</p> <p><a href="http://tafesa.edu.au">Disability and Inclusion (tafesa.edu.au)</a></p>	TAFE SA
<b>Alternative Location</b>	<p>Access to undertake the LLN Assessment under the supervision of TAFE SA, either on a TAFE SA Campus, or online via Blackboard Collaborate.</p>	<p>VET Coordinator and Student need to book an On-Campus or Online LLN Assessment session by calling TAFE SA on 1800 882 661.</p>	TAFE SA

\* Available for all students with or without disability