

Your guide to completing the Diploma Entry Test (DET)

Congratulations on successfully completing your *Application of Enrolment* with Ivy College. You're one step closer to unlocking your course content and achieving your career ambitions. So what's next?

To complete your enrolment, you'll need to take a **Diploma Entry Test (DET)** to ensure a Diploma-level qualification is suitable to your needs. This test is a mandatory government requirement for all students wishing to pay for their study using the government's VET FEE-HELP loan scheme.

This helpful guide covers key information about the Diploma Entry Test (DET) and a step-by-step overview of what to expect to help you prepare.

What is the Diploma Entry Test (DET)?

- The DET is an online test designed to assess numeracy and literacy proficiency and determine your skills level.
- Ivy College uses a DET tool called BKSb.
- You can take as long as you need to complete the test and can also save your work and return to your answers at any time.
- There are no course materials for you to study prior to taking the test, it's purely an assessment of your general knowledge when it comes to literacy and numeracy.

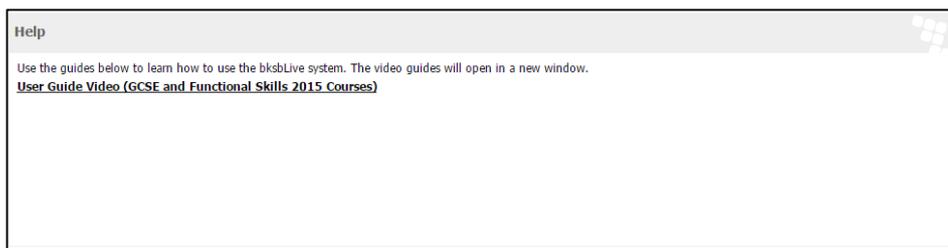
What to expect when taking the Diploma Entry Test (DET)

Step 1: Logging in

- Upon submitting your *Application of Enrolment* with Ivy College, you will be provided with a link and login details for the Diploma Entry Test (DET).
 - If you choose to speak with a Student Support Coordinator as soon as you have completed your *Application of Enrolment* form, they will be able to provide this link and login details for you straight away – as well as staying on the phone to walk you through the steps below.
 - For those students who enrol outside of business hours (Monday – Friday 08:00 – 20:00 and Saturday – Sunday 09:00 – 17:00 AEST), or are not available to do the test at the time of enrolling, an email with the link and login details will be sent to you the next morning by 10:00 am.

Step 2: Getting started

- Once you've followed the link and logged into the BKSb site, you can choose to change your password should you wish to.
- Before you take the two tests (**English and Maths**), you can access the help section at the bottom of the screen. This includes an informative video to walk you through the different types of questions and how to use the site.



Step 3: Taking the test

- Follow the prompts on the screen to take the English and Maths tests.
- You can choose the order that you complete your tests. So if you feel more comfortable with maths, you can complete that test first.
 - As a guide it will take between 10 – 30 minutes to complete each test.
 - Both tests are designed to build upon your capability – so the more questions that you answer correctly the more levels of the test you will progress through. Whilst you are working to achieve a **Level 3 or above**, there are 5 levels in total.
 - During the test, you are able to:
 - Use a dictionary (either a hardcopy or online version)
 - Use a calculator (either a physical or online one)
 - Use paper and a pen to help you work out your answers
 - Save your responses and come back to the test if you need to take a break
 - You will receive your results as soon as you submit each test attempt. An example is included below as a guide:

Results

Well done, you have completed this assessment and achieved:

English ACSF Level 4

You are working very well at ACSF Level 4.

Please note:

If you achieve a result **below a Level 3** on either or both of the tests, please do not retake the test prior to talking to Ivy's Student Support team so that they can help support you through the additional tools and resources available to assist you on your second attempt (explained in Step 4b below).

Step 4: What happens next?

- Once you have received your results for both the English and Maths tests, the next steps are outlined below based on your test results:
- a. If you have achieved a **Level 3 or above** for both tests then you have successfully met the entrance requirements to commence your course and a Student Support Coordinator will now complete your login call with you to help you get started.

- b. If you have achieved **below a Level 3** on either or both tests, then a Student Support Coordinator will walk you through a diagnostic tool within the BKSBS site that helps to identify areas that you need additional support/practice on and how to access these resources.
- If you complete the DET while a Student Support Coordinator is on the phone with you, they will be able to walk you through the above process straight away.
- If you complete the DET outside of business hours or without Student Support assistance, you can either:
- Call Student Support on 1300 658 932 and select Option 2 within the following times:
 - Monday – Friday 08:00 – 20:00 (AEST)
 - Saturday – Sunday 09:00 – 17:00 (AEST)
 - Wait for a Student Support Coordinator to call you within 24 hours to walk through your results and next steps.

Please note:

A maximum of two attempts of each test is allowed. Prospective students who are not able to achieve a result of **Level 3 or above** for both the English and Maths components of the test will need to wait 3 months prior to attempting to enrol again.

For this reason, it is strongly advised that students use the support provided by Ivy Student Support Coordinators when undertaking the test or accessing additional support resources to give them the best chance of succeeding.