

CANDIDATE INFORMATION BULLETIN

TESTING DAY SCHEDULE

Registration

On the day of the test, all students will need to be signed in by a parent on arrival, and then out again on departure. The time you will need to do this, along with specific information about date and location and will be communicated to by the end of February. *No child will be permitted to enter the test room or depart the test site until they have been signed in/out.*

Toilets and breaks

All students should make sure they use the toilet prior to entering the test room. The test will not be paused or delayed due to students needing to go to the toilet. If a child needs to go to the toilet while they are in the test room, they will be allowed, however they will not be given additional time. *No student will be permitted to go to the toilet in the last five minutes of any test.* Students will be given a short ten-minute break between the second and third tests. Students are encouraged bring a snack to eat during the break and, again, to use the toilet.

Order of the ASET

Students will sit two tests in the first sitting: Reading Comprehension (35 minutes), followed by Communicating Ideas in Writing (25 minutes). They will then leave the test room for the break (10 minutes) before re-entering the test room for the second sitting: Quantitative Reasoning (35 minutes) followed by Abstract Reasoning (20 minutes). From start to finish, this process will take approximately two hours and 50 minutes to complete which includes all instructions and distribution/collection of testing materials.

THINGS YOU NEED TO BRING ON THE DAY

Compulsory Items

Your child *must* bring the following materials on the day of the test:

- a printed copy of your ASET testing details email (you will receive this at the end of February)
- a printed copy of the completed Student Identification Form with photo securely attached
- writing materials: two lead/graphite pencils (mechanical pencils are allowed), an eraser and a pencil sharpener
- a drink bottle to take into the testing room
- a snack for break time in a secure bag (this must be left outside the testing room)
- a *silent* analogue/digital wristwatch or personal exam timer to manage your time (smart watches are strictly prohibited however Fitbit or similar with no internet/communications capability area are allowed)

Optional Items

You child might *choose* to bring the following items on the day of the test, however they are not essential

- any necessary personal medical equipment e.g. inhalers, EpiPens, etc. (must be presented at registration)
- A blue or black pen that will be allowed in the writing test only
- A clear bag or pencil case to carry writing materials and documents into the test room
- A highlighter, eraser tape or white-out

Prohibited Items

Your child is *not permitted* to bring the following items, and they will be confiscated if they are found:

- Tablets, phones, Smart Watches or any device which has a communications function or can access the internet
- Calculators, rulers, protractors or similar equipment
- Dictionaries, thesauruses, reference texts, practice tests, books (both fiction and non-fiction) or any paper-based materials that are not listed under 'compulsory items'
- Non-see-through pencil cases or containers

TEST RULES

All candidates abide by the following rules or risk the cancelation of their application:

1. No communication of any kind with other students within the test room. This includes both verbal and non-verbal attempts at communicating. Keep your eyes on your own work.
2. Candidates must listen carefully and follow all instructions they are given by supervisors.
3. Candidates must not touch or read any of the testing materials on their desk until they are told by a supervisor.
4. When each test's time is up, candidates must stop work immediately – even if they are in the middle of writing an answer.
5. If a candidate needs to ask a question, they must raise their hand and wait quietly for a supervisor.
6. Candidates are not permitted to take any information about the testing out of the testing room.

WHAT TO DO IF SOMETHING GOES WRONG

Illness

For the health and well-being of all applicants please do not bring your child to the test if they are unwell or you suspect them to be on the day. Email your child's full name and a medical certificate that covers the *day of the test* no later than 4pm Tuesday, 12 March to Joanna.Kemps@education.wa.edu.au. If your child feels unwell during the test, they should alert a supervisor **immediately**, rather than persisting with the test. The supervisor will arrange for them to be picked up and will work with GTSU to organise a date and time to complete any whole test that was not finished.

Please do not send an unwell child to a test or encourage a child to continue working if they feel unwell as results cannot be changed on this basis.

Misalignment of answers

For each multiple-choice question there are four small ovals labelled A, B, C and D. For each question, students will need to use a pencil to colour the oval they believe is most likely correct and to carefully erase it and colour a new oval if they change their mind. A B C D

Occasionally, students will misalign their answers (for example mark the answer for Question 5 in the space reserved for Question 4). Misalignments can't be corrected on the day, but they can be investigated as part of the marking process. To make sure this happens, students should follow the below steps if they accidentally misalign their answers:

- *Do not rub out your answers.* Raise your hand to notify a test supervisor immediately.
- *If there is still time left in the test and you have not yet finished,* keep going but start circling your answers directly in your question booklet. The test supervisor will remind you to do this.
- *If you finish all the questions and there is still time left,* go back and try to find a place where you can check that your answers match and work your way forward to find where the misalignment occurred. If you find the problem, mark the answer correctly in your question booklet. It is best not to try to correct the misalignment yourself in your answer booklet as you might make a mistake rubbing out and marking new answers.
- *If you only notice at the end of the test,* you will still need to tell a supervisor. Put your hand up and wait for them to come to you. Remember not to rub out any of your answers.

When the test time has run out, the supervisor will ask you for information to help fill out a form. Try to give them as much information as you can, including:

- where you were up to when you noticed your answers had become misaligned, and
- the question number where you think the misalignment began.

At the end of your testing session, the supervisor will put your answer booklet along with the form and the question booklet together to be sent for a misalignment review. Make sure you tell your parent or carer what happened once you leave the test room. If you told a supervisor while you were in the test, you won't have to do anything else. If you **didn't** tell a supervisor your parents will need to contact GTSU within seven days of your test to lodge a request. Where a misalignment is reported and found to have occurred, the responses will be corrected prior to the formal release of performance reports and parents will be notified of the outcome.

Misadventure Review Requests

Where an incident that could not have been predicted - such as sudden illness, major disruption, or misadventure (including misalignment of answers) – occurs, parents can go to the website within seven days of their child's test to lodge a Misadventure Review Request.

Emergencies

In case of emergency, students will be evacuated according to the testing venue evacuation plan. In the event a child experiences illness or misadventure during the test, parents must be contactable by phone at all times.