

BKSB Diagnostic Assessments:

A guide for teaching staff facilitating assessments in weeks 1 or 2

Important. Please do this now, well before the day!

1. **Check you can log into BKSB.** If you can't log into BKSB, click the 'Forgotten Details' on the BKSB login page and tell it your HRC staff email address. The system will then send you an email with a link to reset your password.
2. **Check you have 'Staff' permissions in BKSB.** Once you're logged into BKSB, click the person icon at the top right of the screen (👤) and, in the list which appears, you should see the word 'staff'; if you don't see it, please see a member of Learning Centre staff immediately. Without staff permissions you may run into problems on the day, e.g. you won't be able to quickly reset a student's BKSB password if they become locked out of their BKSB account.
3. **Read through this guide – including the student instructions - and ask for help** (Learning Centres/DEM), if there is anything you don't understand.

About the assessments your students are taking

Every full-time student is expected to take two Diagnostic Assessments – one English, one maths - by the end of week 1 (new learners) or end of week 2 (returning learners).

The assessments usually take around 45 minutes each to complete and their purpose is developmental; the results show the learner (and teacher/s) what they are good at and what they need to work on. It's the start of a transparent journey because once a Diagnostic has been completed, the learner then has access to relevant learning materials and skills checks to help them improve throughout the year.

On the Day

Step 1: Prepare the room (PC or Apple Mac classroom)

- Arrive at the room 15 minutes early to set up
- Log into BKSB as yourself on the SMART Board laptop/your staff laptop
- Turn on all the computers (if necessary) and log into each with the following...
Username: *catuser*
Password: *catuser*
- After a few minutes, each computer should automatically launch an Internet browser window showing the Moodle home page. *If this doesn't happen automatically, just direct your students to open Chrome (🌈) and Moodle should load up. If it doesn't load up, put the following address on the board and ask your students to type it into the address bar:*
<https://vle.hrc.ac.uk>

Step 2: Prepare your students at the start of the session

Assessments can be very daunting so it's important your learners know why they are doing them. Tell them:

- “The purpose of this *English (or maths)* Diagnostic Assessment is to give you and your teachers an idea of which areas of *English (or maths)* you’re already strong at, and which areas you need to work on, in order to pass your qualification.”
- “The assessment normally takes around 45 minutes but it’s different for everyone.”
- “The more seriously you take this now, the easier life will be later as we will have a clearer understanding of the skills you need to develop.”
- “There is no pass or fail – just give it your best shot!”
- “Don’t struggle with a question. If you’re stuck, move on to the next question. You can always come back to it later.”
- “Once you have started, you must not talk to other students in the room.”
- “Don’t ask anyone for help with the answers.”

Step 3: Learners access and start the assessments

Bring up the Student Instructions on the board and have your students follow them closely to ensure they know where to click to access their Diagnostics.

Allow learners to start their assessments then quietly troubleshoot any problems 1:1 with learners where necessary.

Q&A / Troubleshooting:

- **What level Diagnostic Assessment should each learner take?**

This is pre-determined by the level of English or maths course they’re enrolled on, as in the table below.

MATHS	
Course student is enrolled on at HRC	BKSB Diagnostic to take
No Maths enrolment. <i>I already have a GCSE at the required grade.</i>	GCSE Number
GCSE MATHS	GCSE Number
Functional GCSE	GCSE Number
Functional Skills L1	Functional Skills Level 1
Entry level	Functional Skills Entry 3

ENGLISH	
Course student is enrolled on at HRC	BKSB Diagnostic to take

No English enrolment. <i>I already have a GCSE at the required grade.</i>	GCSE Reading
GCSE ENGLISH	GCSE Reading
Functional Skills L2	Functional Skills Level 2
Functional Skills L1	Functional Skills Level 1
Entry level	Functional Skills Entry 3

If a student is studying Functional Skills, the level of Functional Skills diagnostic they need to take should already be pre-set in BKSb as per the tables above.

- What if BKSb prompts a student to take an Initial Assessment, not a Diagnostic?

This means their Diagnostic level has not been pre-set for some reason. This should be fairly rare.

The good news is you can fix it in BKSb on your laptop in 30 seconds by doing a 'level override':

- **STEP 1**

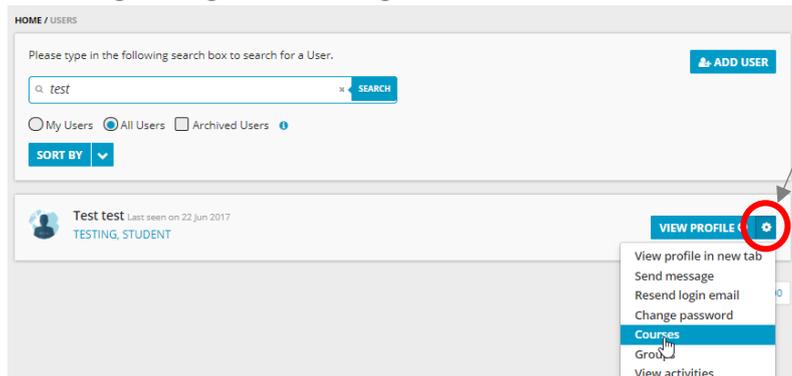
On your BKSb homepage, click USERS



- **STEP 2**

Search for the student by *name* or *Student ID*, then...

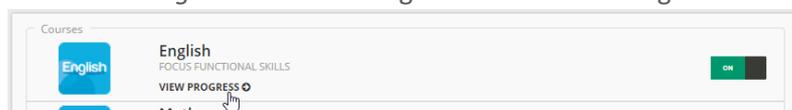
click the gear/cog icon to the right of their name and click *Courses*



This is also where you can change a student's BKSb password if you ever need to. You shouldn't ever need to do this for first time users.

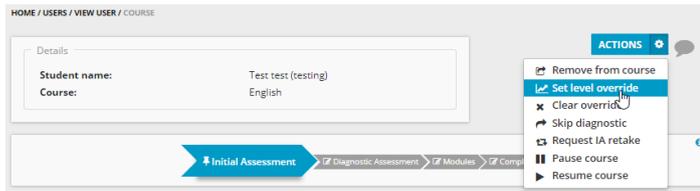
- **STEP 3**

Click *View Progress* under the English or Maths heading



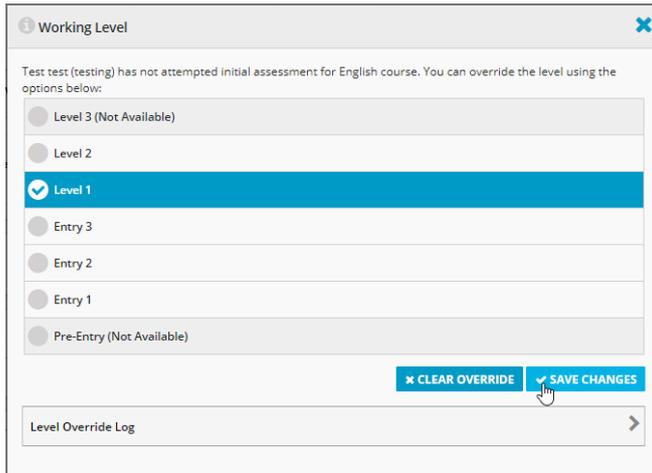
- **STEP 4**

Click *Set level override...*



- **STEP 5**

Set the required level (according to the enrolment as in tables above)



- **STEP 6**

Ask your learner to refresh / reload their web page; they will now see a link to the Diagnostic Assessment at the level you set, e.g.

