Instruction for OH&S Online Test

Here are the instructions as to how to proceed with the Occupational Health and Safety Module Testing with your year 10 students. The following pack includes:

- Instruction as to how to carry out the test.
- Printing paper for the Awards of Attainment
- Checklist to keep a record of who has done the test and printed their awards and

I will be coming around your classrooms to check the progress of the test and will collect all relevant documents and resources upon the completion of your lesson.

Test Instructions

1. Inform students to go to the following link:

   ### www.education.vic.gov.au/safe@work/

2. Choose **"Self Assessment Tests"** from the safe@work left menu option

3. Students are to read the instruction first

4. Type in First Name correctly in tab provided

5. Type in Last Name correctly in tab provided

6. Type the school name as "Al-Taqwa College"

7. Choose the assessment module
   PLEASE NOTE: Everyone has to do the **General Module**
   Therefore choose General for the first test

8. Press **Begin Test** button. Upon successful completion of the test which is a minimum 75% pass rate students will be prompted to print an **"Award of Attainment"**

9. Please put in the colour paper provided and allow students to print their awards of attainment. Please keep each award and tick on the checklist provided when a students has completed their particular test and printer their award.

10. I will collect all awards and get appropriate signatures where necessary.

11. Once the General Module test has been completed students are to repeat steps 1-7, this time choosing the assessment module appropriate to there area of Work Experience
    EXAMPLE: a student who has a placement in a medical office must also do an industry module called 'Health and Community Services', therefore that student will have to choose 'Health and Community Services' test.

12. Press **Begin Test** button once the correct module has been selected. Upon successful completion of the test which is a minimum 75% pass rate students will be prompted to print an **"Award of Attainment".**

Please note students may RE-SIT the test as many times if necessary until they attain a minimum 75% pass rate.