

# ACER

## Core Skills Profile for Adults (CSPA)



## Learner Guide

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## About this Guide

This guide is intended to help learners undertake Core Skills Profile for Adults (CSPA) assessments.

It will provide you with information about the online assessments, how to login to the system and how to navigate your way through each assessment.

If you experience any issues that are not covered by the information in this guide please contact your training provider.

## About the Assessments

### Core Skills Profile for Adults

The Core Skills Profile for Adults (CSPA) is a set of online assessments matched to the Australian Core Skills Framework (ACSF). They are suitable for a range of learners, from young school leavers to adults who are studying, working or returning to training and study.

The CSPA has been developed by the Australian Council for Educational Research (ACER), an independent organisation with a high level of expertise in designing online post-school assessments in language, literacy and numeracy. All items have been trialled with adult learners and proven to be valid and reliable.

## The Components

The Core Skills Profile for Adults (CSPA) is made up of six different assessment components. You may be required by your training provider to complete one or more of the assessments:-

- CSPA Reading
- CSPA Numeracy
- CSPA Writing
- Snapshot Reading & Numeracy Indicator (SRNI)
- CSPA Abstract Reasoning
- CSPA Mechanical Reasoning

## Getting Started

### Minimum Requirements

There are minimum technical specifications that must be met for the CSPA Online Platform to function properly. Please perform a compatibility check before attempting to log in to the platform.

A compatibility check is performed to ensure that your computer meets the technical requirements and has all the necessary components installed to properly run the assessment web application. If some of the requirements are not met, the assessment may not function properly, or even be accessible at all. To perform the check, please determine:

- Which operating system the computer is using?
- The type and version of the web browser?
- The current desktop resolution?

Make sure all of these elements meet or surpass the minimum requirements listed below.

**Supported operating systems:**

- Windows XP, 7 or 8
- Mac OSX (all versions)

**Supported internet browsers:**

- Mozilla Firefox
- Google Chrome
- Internet Explorer version 10 or higher (with compatibility mode switched off)
- Apple Safari

**Required components and settings:**

- A minimum screen resolution of 1024x768 pixels

CSPA is supported for use on tablets, including both iPads and Android models.

If you are unsure whether you meet these requirements, please check with your institution's IT personnel.

### Displaying the page correctly

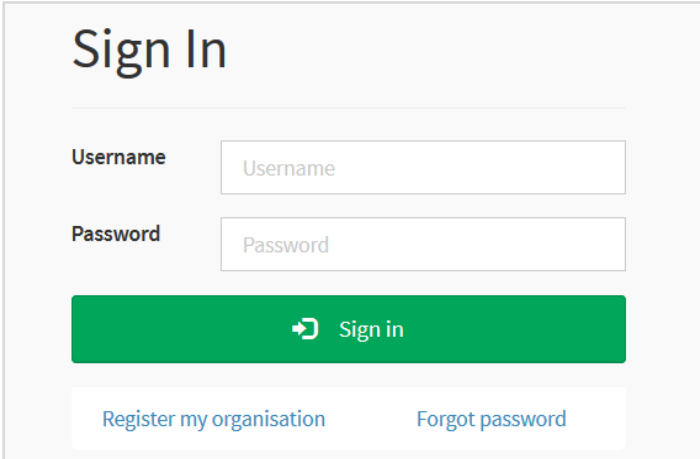
Please note: increasing the size of the screen may make the **Continue/Next** buttons and scroll bars disappear (or even produce unnecessary extra scroll bars). Please set the browser view size at 100% and check that only one tool bar is showing, as otherwise the assessment will not display correctly despite having passed the compatibility checks.

### Disabling 'autocomplete'

Please note that many browsers have an 'autocomplete' or 'autofill' function that may prompt a user to enter previously typed contents for some fields (such as usernames, for example). Please be careful to enter details manually and not accept prompts to use previously entered information. Accidentally using previously entered information will result in errors in the assessment reports.

## Logging In

- Copy and paste or type the following URL into the browser's address bar to navigate to the login page for the CSPA Online Assessments: <http://vawe.acer.edu.au>
- Enter the username and password as provided by your school or training provider and then press the green Sign In button.
- After logging in with the details provided, you will be prompted to change your password for security reasons.
- The new password you chose will need to contain between 6 and 20 characters. **If you lose your password, an administrator from your institution will need to re-set it from within the administration system.**



The screenshot shows a 'Sign In' form with the following elements:

- Sign In** (Title)
- Username** label and a text input field containing 'Username'
- Password** label and a text input field containing 'Password'
- A green button with a right-pointing arrow icon and the text 'Sign in'
- Two links at the bottom: 'Register my organisation' and 'Forgot password'

## Demographics Page

After successfully logging in, you will need to enter some demographic information before undertaking the assessments.

The available fields include:

- **First Name:** this is a compulsory field
- **Last Name:** this is a compulsory field
- **Unique ID:** this may be your student ID or unique number. Please check with your institution if you are unsure of what to enter here.
- **Email:** your email address
- **Address:** street or postal
- **State:** state
- **Location:** metro or regional
- **DOB:** date of birth
- **Gender:** please select Female or Male
- **Citizenship:** are you an Australian citizen?
- **Residency:** are you a permanent resident?
- **Indigenous:** do you have an indigenous background?
- **Education:** what is the highest level of studies you have completed?
- **Language:** is English your first language?
- **Equity access:** refers to candidates accessing government funding
- **Program:** the department, faculty, course or program you are enrolled in. (options prepopulated by your institution)
- **Campus:** location where you are studying. (options prepopulated by your institution)

Once your details have been entered, click the 'save' button to continue.

\*Required fields are marked in **red**. The system will not allow you to continue without filling in each of these fields.

VAWE My Tests jzqxgp6f

### My Profile Update My Profile

**Important**  
This form must be completed before you can access a test.

Username	<input type="text" value="jzqxgp6f"/>
* New Password	<input type="password"/> Password is required
* Confirm Password	<input type="password"/>
Password Hint:	Passwords should consist of letters and numbers, between 6 and 20 characters
<hr/>	
* First Name	<input type="text"/> First name is required
* Last Name	<input type="text"/> Last name is required
Unique ID	<input type="text"/>
* Email	<input type="text"/> Email is required

## My Tests Page

After you have logged in and completed the Demographics page, you will then be taken to a page listing the different components of the assessment which are available to you. How this page looks will depend on which components your training provider has chosen.

VAWE My Tests d4a3tmbh

### My tests

<p>SRNI <span style="float: right;">NEW</span></p> <table border="0"> <tr> <th>Test</th> <th>Status</th> </tr> <tr> <td>Snapshot Indicator: Reading</td> <td>Ready</td> </tr> <tr> <td>Snapshot Indicator: Numeracy</td> <td>Ready</td> </tr> <tr> <td colspan="2" style="text-align: center;"><a href="#">Start the test</a></td> </tr> </table>	Test	Status	Snapshot Indicator: Reading	Ready	Snapshot Indicator: Numeracy	Ready	<a href="#">Start the test</a>		<p>CSPA Reading 30 <span style="float: right;">NEW</span></p> <table border="0"> <tr> <th>Test</th> <th>Status</th> </tr> <tr> <td>Reading 30</td> <td>Ready</td> </tr> <tr> <td colspan="2" style="text-align: center;"><a href="#">Start the test</a></td> </tr> </table>	Test	Status	Reading 30	Ready	<a href="#">Start the test</a>		<p>CSPA Numeracy 30 <span style="float: right;">NEW</span></p> <table border="0"> <tr> <th>Test</th> <th>Status</th> </tr> <tr> <td>Numeracy 30</td> <td>Ready</td> </tr> <tr> <td colspan="2" style="text-align: center;"><a href="#">Start the test</a></td> </tr> </table>	Test	Status	Numeracy 30	Ready	<a href="#">Start the test</a>		<p>CSPA Mechanical <span style="float: right;">NEW</span></p> <table border="0"> <tr> <th>Test</th> <th>Status</th> </tr> <tr> <td>Mechanical Reasoning 20</td> <td>Ready</td> </tr> <tr> <td colspan="2" style="text-align: center;"><a href="#">Start the test</a></td> </tr> </table>	Test	Status	Mechanical Reasoning 20	Ready	<a href="#">Start the test</a>	
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Practice Form	Ready																												
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## The Practice Assessment


You may be assigned a practice assessment to complete before starting your other CSPA assessments.

The practice assessment provides you with an opportunity to familiarise yourself with the kind of items included in the assessments. It also allows you to learn how to navigate and scroll through the online assessments. **You will not be scored for your responses to these practice items.**

CSPA – Practice Form

1 2 3 4 5 6 End

### CSPA USB Drives



Model number	Size (Gigabytes – GB)	Cost
CSPA-004	4 GB	<del>\$9.95</del> <b>NOW \$7.95</b>
CSPA-008	8 GB	<del>\$14.95</del> <b>NOW \$11.95</b>
CSPA-016	16 GB	<del>\$24.95</del> <b>NOW \$19.95</b>
CSPA-032	32 GB	<del>\$34.95</del> <b>NOW \$24.95</b>

CSPA USB Drives are on sale. Which model number originally cost \$24.95?

CSPA-004

CSPA-008

CSPA-016

CSPA-032

## Navigation Screen

Occasionally there will be some information presented that is longer than the size of the screen. At the beginning of a test package, an instruction page will appear advising you about how to navigate using scroll bars when this occurs, and also how to move forward and backwards through a section of the assessment.

CSPA – Numeracy 30

### Part A

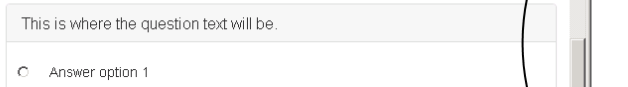
00:30:00

#### Test Duration

Please note that this test is divided into two parts.  
Part A has 10 questions. Part B has 15 questions.  
You will have 30 minutes to complete them both.  
A countdown timer will show you how much time has elapsed.

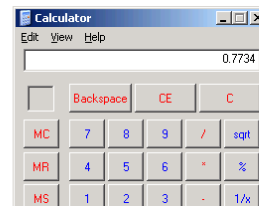
#### Using the scroll bar and the navigation buttons

If you see this scroll bar, you need to scroll down to read all the information or to answer the question.



#### Use of calculators

You may use a calculator to help you answer the numeracy questions.



Once you have read these instructions, you should click the **Start Test** button in the lower right hand corner of the screen.

## Taking the Assessments

### CSPA Reading and Numeracy

Each of the core components is divided into Parts A and B. Part A contains ten questions while Part B contains 15.

**Please note:**

**You must complete Part A to go to Part B. You cannot go back to Part A once you have moved to Part B, and you must complete Part B to complete the component.**

You should not dwell for too long on any one question. If necessary, it is possible to navigate back to a previous question to attempt it again.

CSPA Reading 30	NEW
Test	Status
Reading 30	Ready
<a href="#">Start the test</a>	

The Reading component involves multiple choice and some text entry questions. Part A has 10 questions and Part B has 15.

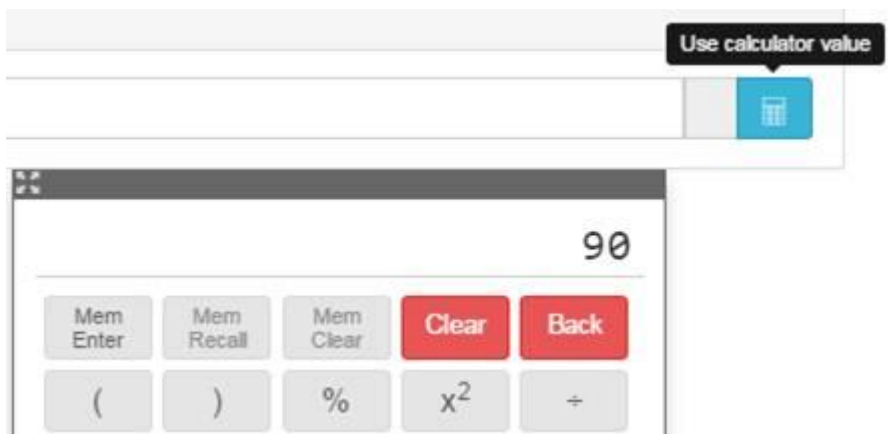
CSPA Numeracy 30	NEW
Test	Status
Numeracy 30	Ready
<a href="#">Start the test</a>	

The Numeracy component involves multiple choice and numerical entry questions.

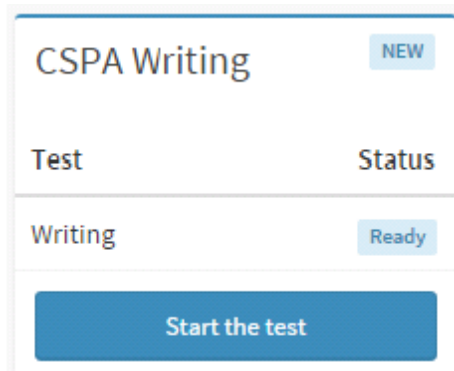
A built in calculator has now been added to all CSPA Numeracy Assessments. The calculator can be turned on and off by pressing the icon in the top right corner of the assessment screen which will show the tool tip message “Click to toggle the calculator”.



On questions where a value is to be entered into the response box, you can use the calculator to find the answer and then rather than typing it in, simply press the light blue “Use calculator value” button to input the response into the field.



## CSPA Writing



The Writing component has two question prompts with extended text entry fields for answers.

### Please note:

You should make sure you spend enough time on both prompts, and be mindful of spelling and punctuation.

## CSPA Abstract Reasoning & Mechanical Reasoning

CSPA Abstract Reasoning NT		CSPA Mechanical	
	NEW		NEW
Test	Status	Test	Status
Abstract Reasoning NT	Ready	Mechanical Reasoning 20	Ready
Start the test		Start the test	

The Abstract and Mechanical Reasoning components are multiple choice tests of 20 items each.

The Mechanical Reasoning component also features a screen explaining the conventions that are referred to in the questions, as well as providing an example question and answer.

### Part A

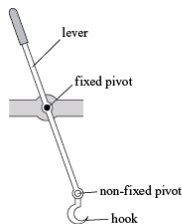
00:20:00

#### Instructions and Conventions

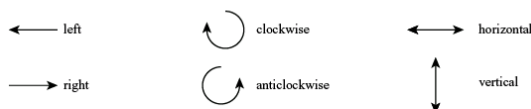
This is a test of the ability to understand basic mechanical ideas and to apply them. For each question, you need to analyse the information provided and choose the best answer from the four options (A, B, C and D).

The test uses conventions and assumptions.

1. **Pivots** are pins or axes around which a lever, wheel or gear can turn. A **fixed pivot** does not itself move in space (relative to the main body of the device). It is indicated by a black dot. A **non-fixed pivot** can move in space. It is indicated by a small white circle. The figure illustrates the two kinds of pivot. In the figure, the lever turns on the fixed pivot while the hook moves with and turns on the non-fixed pivot.



2. The following diagrams illustrate: **left** and **right**, **clockwise** and **anticlockwise**, and **horizontal** and **vertical** motion. These refer to the view in the diagrams.



## Timer

Your training provider may select to use timed assessments. The minimum timer is 30 minutes for Reading or Numeracy and 20 minutes for the Writing tasks as well as for Abstract and Mechanical Reasoning.

## Resuming an Incomplete Assessment

Please note that on **non-timed assessments** if you are interrupted during the assessment before you have submitted your responses, you can reselect the unfinished component when you log back in. When it opens, the component you were last working through will have a **Continue the Test** instead of a **Start the Test** button, allowing you to pick up from where you left off. We do recommend completing the assessment in one sitting where possible.



Continue the test

## Concluding and Submitting

If you attempt to submit the completed assessment without having entered responses for all the questions, you will be prompted with a warning, allowing you to go back and try again if necessary. **Please note though, that as explained earlier in this guide, once you have completed Part A of CSPA Reading or Numeracy, you will not be able to re-enter it from Part B. Please ensure you have answered all questions before pressing submit.**

After you learner submit your assessment, you will be taken back to the components page, although now each section that has been submitted will have a **Test Completed** icon instead of a **Start the Test** or **Continue the Test** button.



Test completed !

## Ready to begin?

We hope you now feel comfortable in attempting the CSPA Online Assessments. If you experience any issues that are not covered by the information in this guide please contact your training provider.

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