To: Principal and Computing Skills test contact person

SUBJECT: SPECIAL PROVISIONS ONLINE COMPUTING SKILLS TEST

A Special Provisions Online Computing Skills test has been developed for students at schools that are conducting the online version of the test, and who have the following special examination provisions approved by the Board:

- Extra working time
- Rest breaks, feeding breaks, diabetic provisions or toilet breaks
- Large print
- Coloured paper (background screen).

They will access this version of the test from https://cst.boardofstudies.nsw.edu.au.

A practice Special Provisions Online Computing Skills test is also available at the same address. The practice test will only allow access for students with a current application for one or more of the above provisions.

Deciding Whether to Use the Special Provisions Online Computing Skills Test

Schools have received letters approving special provisions for the School Certificate tests (including the Online Computing Skills test). Many students who have been granted special provisions will find that the standard Online Computing Skills test meets all their needs, even though they may require special provisions for the School Certificate written tests. Schools should assist students in choosing which version to use. Eligible students should attempt both practice tests to assist them to make this decision. They should do this as soon as possible to ensure that they will be able to sit for the actual test in November without any problems.

The types of special examination provisions which allow access to the Special Provisions Online Computing Skills test are detailed below. In other cases, students will simply use the standard Online Computing Skills test.

Provisions Requiring Use of the Special Provisions Online Computing Skills Test

- **Extra Time**
  
  Students with approved provision for any form of extra working time for the Online Computing Skills test, and who wish to use this provision, must access the special provisions test, as it will provide extra time as allowed, based on the Student Number entered.

- **Breaks**
  
  Students with approved provision for breaks (rest breaks, feeding breaks, diabetic provisions or toilet breaks), and who wish to use these provisions, must access the special provisions test, as it will provide a Pause button for eligible students. In these cases the total time spent on breaks must be timed manually by whoever is supervising the test, as is the case with written School Certificate tests.
Optional Use of the Special Provisions Online Computing Skills Test

- **Large Print**
  Students with an approved provision for a larger font, are advised to first try the practice standard test as the font is quite large and clear. They can do this by sitting the practice standard test at a computer with a large monitor. If this does not suit their needs, they can access the practice special provisions test and, later, sit the actual special provisions test, as they will allow students to enlarge the screen image.

- **Coloured Paper (Screen)**
  Students with an approved provision for coloured paper (screen), are advised to first try the practice standard test, as the screen is quite clear. If this does not suit their needs, they can access the practice special provisions test and, later, sit the actual special provisions test, as they allow students to set their preferred background colour. If they wish, they will also be able to change the colour of the text on the screen. Students should usually set a light coloured background with a dark coloured text.

**Test Access with Provision for Readers.**
If a student has an approved provision for a reader for the Online Computing Skills test, that student will not require access to the special provisions online test unless they also have approval for a provision for extra time, breaks, large print or coloured paper. In either case, readers will read the text on the screen in the same manner as they would read the text on the page in a pen-and-paper test. They will be selected by schools in the same way as for other tests.

**Teacher Access to the Practice Standard Online Test and the Practice Special Provisions Online Test**
There is a special ‘Student Number’ that teachers can use to familiarise themselves with the functioning of the practice standard online test. This ‘Student Number’ will also allow access to the practice special provisions online test. Teachers who log in to the practice special provisions test using this ‘Student Number’ will be provided with 5 minutes extra time and with the use of the Pause button, to show them how the special provisions test will operate. Details are available from the Computing Skills Administration Centre in *Schools Online*.

For more details on special examination provisions for the Online Computing Skills test, please see the Memo that was sent to Principals in July and the accompanying Leaflet, both of which are available in the *Communication with Schools* section of the Computing Skills Updates Page of the Board’s website: [http://www.boardofstudies.nsw.edu.au/syllabus_sc/computingskills_assessment.html](http://www.boardofstudies.nsw.edu.au/syllabus_sc/computingskills_assessment.html)

If you have any inquiries about special examination provisions for the Online Computing Skills test, please contact Lorrae Skelcher on 02 9367 8268 or Danielle Madigan on 02 9367 8164.

Rob Speers
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