


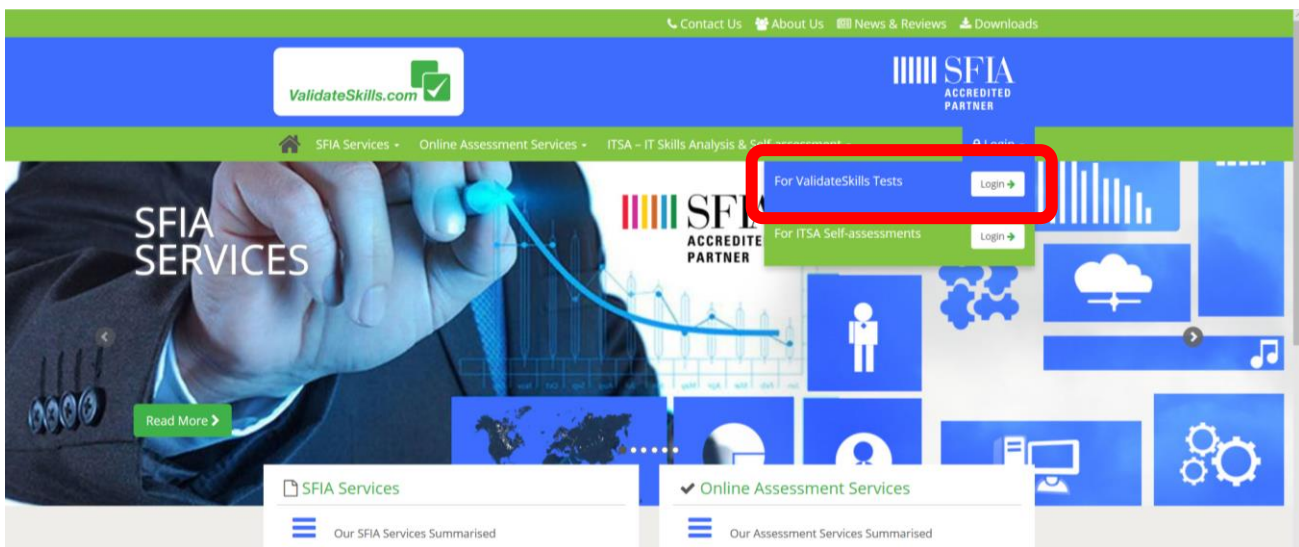


## Candidate sign-on instructions

You will require a user name a password which a ValidateSkills.com representative will have sent you via email.

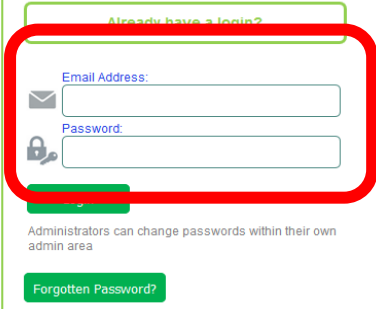
Go to the [www.ValidateSkills.com](http://www.ValidateSkills.com) home page.

Click the login tab  and then the "Candidate login" tab as indicated below in red.



Once clicked you we see the Candidate Login page.

Enter the user name (usually an email address) and password.

|                                                                                     |                                                                                                                                                                 |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>The Login page will be presented:</p> <p>Sign in using your user name (email) and password supplied to you from validateskills.com or your organisation.</p> |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|

You will then be presented with your candidate dashboard.

MyDashboard

Logged in as: Candidate email
 [Sign Out](#)

Click to view and start your assigned Assessments/Tests

Click to view your e-portfolio of results and any documentation

Candidate name

The house  
 The street  
 Town  
 VIC 3002  
 3002

demo  
 11 Aug 1989

Accessibility settings, click to choose your preferred visual settings

**Regular Theme**  
 Default theme for the majority of the user base

**High Contrast Theme**  
 Recommended for learners with severe visual impairment

**Dyslexia / Cognitive**  
 Recommended for users with dyslexia and other cognitive impairments

**Colour Blind Theme**  
 A colour-safe theme for learners with the more common types of colour blindness

[Home](#) | [Terms and conditions](#) | [Privacy policy](#) | [Administration](#)

You also have the choice to view preferences for accessibility as shown above. Clicking on any on the four buttons will change the look of the pages in relation to your viewing requirements.

If you are ready to start, click: Click to view and start your assigned Assessments/Tests

This will lead you to the assessment/s that we have assigned you. There may be more than one. The assessment page will give you a brief description of the assessment/tests or exams allocated to you.

| Available Skill Codes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| <b>AML000000422</b><br>Title: 2nd Line Service Desk Engineer Level 3<br>Description: Works under routine direction. Uses limited discretion in resolving issues or enquiries. Works without frequent reference to others. Interacts with and may influence immediate colleagues. May have some external contact with customers, suppliers and partners. May have more influence in own domain. Performs a range of work activities in varied environments. May contribute to routine issue resolution. Understands and uses appropriate methods, tools and applications. Demonstrates a rational and organised approach to work. Identifies and negotiates own development opportunities. Has sufficient communication skills for effective dialogue with customers, suppliers and partners. Is able to work in a team. Is able to plan, schedule and monitor own work within short time horizons. Absorbs new information when it is presented systematically and applies it effectively.<br>Required Skill Set: SFIA Level 3 codes ITOP - HSIN - SLMO - ASUP - NTAS - PBMG | No. of Attempts: 0<br><div>             Incomplete Assessment             Take Assessment           </div> |
| <b>AML000000568</b><br>Title: Customer Services Team Leader 4<br>Description: Selects appropriately from applicable standards, methods, tools and applications. Communicates fluently, orally and in writing, and can present complex information to both technical and non-technical audiences. Facilitates collaboration between stakeholders who share common objectives. Plans, schedules and monitors work to meet time and quality targets. Rapidly absorbs new information and applies it effectively. Maintains an awareness of developing technologies and their application and takes some responsibility for driving own development.<br>Required Skill Set: ITOP 4 PEMT 4 CSMG 4 PBMG 4 USUP 4 SLMO 4                                                                                                                                                                                                                                                                                                                                                            | No. of Attempts: 0<br><div>             Incomplete Assessment             Take Assessment           </div> |
| <b>AML000000517</b><br>Title: Digital Strategist - Senior Manager Level 5<br>Description: Advises on the available standards, methods, tools and applications relevant to own specialism and can make appropriate choices from alternatives. Analyses, designs, plans, executes and evaluates work to time, cost and quality targets. Assesses and evaluates risk. Communicates effectively, both formally and informally. Represents leadership. Facilitates collaboration between stakeholders who have                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | No. of Attempts: 0                                                                                         |



Click on the "Take Assessment" button to continue to take your chosen assessment. You can come back again to take any others assigned to you.

When you have clicked "Take Assessment", the instructions on the next page will indicate the assessment is about to appear.

You will see a set of instructions before you start your assessment. This is to make sure you have the necessary time and information for the assessment you are about to take.

Number of Questions: 12  
Time Allowed: 30 minutes  
Pass Rate (%): 0

You are about to undertake the assessment. Before starting you should prepare yourself and your surroundings.

**Please ensure:**

- You have sufficient time to complete the test
- The area around you is suitable and free of distractions
- The PC/tablet you are using has suitable internet connectivity
- You only have one browser window open at any one time

Are you ready? [Start](#) [Detailed Instructions](#) [Cancel](#)

Good Luck...

---

There are more detailed instructions on the button to the right if required.

When you are ready, at the bottom left of the instruction page click "Start".

Your first question will appear and once you have clicked "Next", that will save your answer and the next question will appear. The numbers indicate how many questions you have remaining and if a timed test this will also appear on the top right of the question window.

Any instructions on how to answer the question will appear here:

Q1 of 56

The question will appear here with any images relating to the question

☐

☐

☐ The question will appear here with any images relating to the question

☐ Your choice of answers will appear here

☐

☐

[Skip](#) [Next](#) [Exit](#)

|    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 |
| 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 |    |    |    |    |

---

It is important that you click "Next" when you have selected your answer which will then move you on to the next question page. If you click "Exit" this will take you out of your test and your answers will **not** be saved.

If you have skipped any questions, you will be reminded about them when you reach the last page. They will appear as an orange number in the question boxes at the bottom. You can also click any number if you want to check your answers.

When you have answered all the questions, click the "Finish" button at the end of the assessment.

Please note, if your results do not appear don't worry as often your results are sent directly to the client administrator for consideration. You may be contacted in due course if your results are not available depending on the nature of the assessment. This is simply because the administrator has requested to see the results first and to discuss with you later.

It is important to close your browser after completion.

Please email: [enquiries@validateskills.com](mailto:enquiries@validateskills.com) if you any questions.