

How to book for a VETASSESS TEST

This is a step-by-step guide to show you how to book a VETASSESS Test.

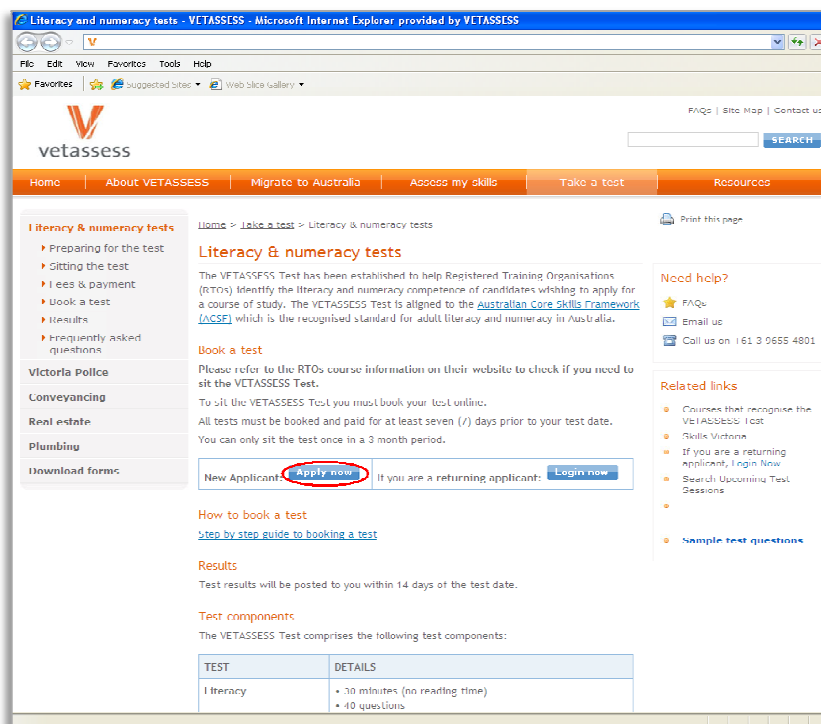
If you have already created a record

- Do **NOT** create a duplicate record if you have created one before
- Instead, go to vetassesstest.com.au and hit the 'login now' button
- If you have forgotten your username or password, select one of the following links and it will be emailed to you:
 - 'If you have forgotten your USERNAME, click [here](#)'
 - 'If you have forgotten your PASSWORD, click [here](#)'

First Time Users

Below are the steps to follow and a picture of each screen so you know how to complete each step:

- Go to: vetassesstest.com.au
- Click on the 'Apply Now' button shown below



The screenshot shows the VETASSESS website interface. The main navigation bar includes links for Home, About VETASSESS, Migrate to Australia, Access my skills, Take a test, and Resources. The page title is 'Literacy and numeracy tests - VETASSESS'. The main content area is titled 'Literacy & numeracy tests' and contains a 'book a test' section. In this section, there are two buttons: 'Apply now' (highlighted with a red circle) for new applicants and 'Login now' for returning applicants. Below this, there is a table of test components.

TEST	DETAILS
Literacy	<ul style="list-style-type: none">• 30 minutes (no reading time)• 40 questions

Create a new record

- Complete your details in the blank fields to create a record then click on the 'Submit' button

The screenshot shows the 'Register New Login' form in the VETASSESS Test Booking System. The form is titled 'Register New Login' and includes a note '(* required fields)'. The form fields are: Given name, Surname, Date of birth (with a format example 'dd/mm/yyyy (eg 31/12/1973)'), Email, Username, Password, and Confirm password. The 'Submit' button is circled in red, and a 'Cancel' button is also visible. The page header includes the VETASSESS logo, the system name, and navigation links: Search Test Sessions, Login / Register, and Back to Main Page. The time displayed is 11:57 AM.

- PLEASE ENSURE THAT YOU ENTER THE CORRECT EMAIL ADDRESS
- Read the Privacy Statement and click on 'Accept' to proceed or 'Decline' if you do not wish to proceed.

The screenshot shows the 'Privacy' page in the VETASSESS Test Booking System. The page is titled 'Privacy' and includes a welcome message: 'Welcome, Example Example' and the time '12:00 PM'. The page content includes a 'Privacy' section with the following text: 'Whenever VETASSESS collects, handles, stores, uses or discloses information about you, it aims to comply with the Privacy Principles that apply to protect your personal information. 'Personal information' means information or an opinion (including information in a database) about an individual whose identity is apparent or can reasonably be ascertained. Privacy legislation requires your consent for VETASSESS to release your test materials, scores and other relevant information to the organisation on whose behalf this test is conducted. Similarly, VETASSESS may be required to obtain from the organisation, information that enables your test results to be processed and sent to you.' The 'Accept' button is circled in red, and a 'Decline' button is also visible. The page footer includes a navigation menu with 'Term', 'Profile', 'Apply New Test', 'Tests Status', and 'Logout'. The footer also contains the text 'Privacy | Disclaimer | Copyright © 2010 VETASSESS. All rights reserved.'

Register your details

- Fill out your details in the required fields (shown by the red *) and click on the 'Next' button

The screenshot shows the VETASSESS Test Booking System interface. The page title is "VETASSESS Test Booking System". The user is logged in as "Example Example" at "12:00 PM". The page has a navigation menu with "Search Test Sessions", "Logout", and "Back to Main Page". The main content area is titled "Profile" and contains a form for "Candidate Details" and "Login Details".

Candidate Details:

- Candidate No: 17715
- First Name: Example
- Surname: Example
- Date of birth: 01/01/1990 in dd/mm/yyyy (eg 31/12/1973)
- Address: [Red asterisk]
- Suburb/Town: [Red asterisk]
- State: << Select State >> [Red asterisk]
- Post Code: [Red asterisk]
- Telephone No's: Home: [Red asterisk] Mobile: [Red asterisk]
- Email: example@example.com

Login Details:

- Username: example
- Password: [Red asterisk]
- Confirm password: [Red asterisk]

Buttons: Update, Print, Next (circled in red)

View test session dates

- You can now look at the test session dates.
- For all upcoming test sessions at different institutes:
 - 'View type' drop-down menu select 'Course based'
 - 'Test Type' drop-down menu select 'Enrolled Nursing'
 - Search
- For a list of upcoming test dates at the institute where you wish to study:
 - 'View type' drop-down menu select 'Course based'
 - 'Registered Training Organisation (RTO)' drop-down menu select the name of the institute
 - Search
- For a list of all test sessions in date order
 - 'View Type' drop-down menu select 'Date based'
 - Search

- If the institute you are applying to has given you a password for the test session, enter the password in the field 'if you have been given a code by your RTO enter that here'

Book a Test

- The list of test sessions will show on the screen in a table with:
 - Test date
 - Test time
 - Book
 - Status
- Look at the 'Status' column for the test session you want to attend and if it shows 'available' there are places available at this test session
- To book a test, click on the 'Book' button for the test session you want to attend

https://www1.vetassesstest.com.au/?u_GridState_Search - VETASSESS Test - Microsoft Internet Explorer provided by VETASSESS

VETASSESS Test Booking System

Search Test Sessions | Logout | Back to Main Page

Term
Profile
Apply New Test
Tests Status
View Result
Logout

Search criteria for test sessions

View type: Course based

Test type: << Select Test Type >>

Registered Training Organisation (RTO): All

If you have been given a code by your RTO enter that here (If you have not, just ignore) FOR CLOSED TEST SESSION ONLY

Search

Note: you can only book one test session.

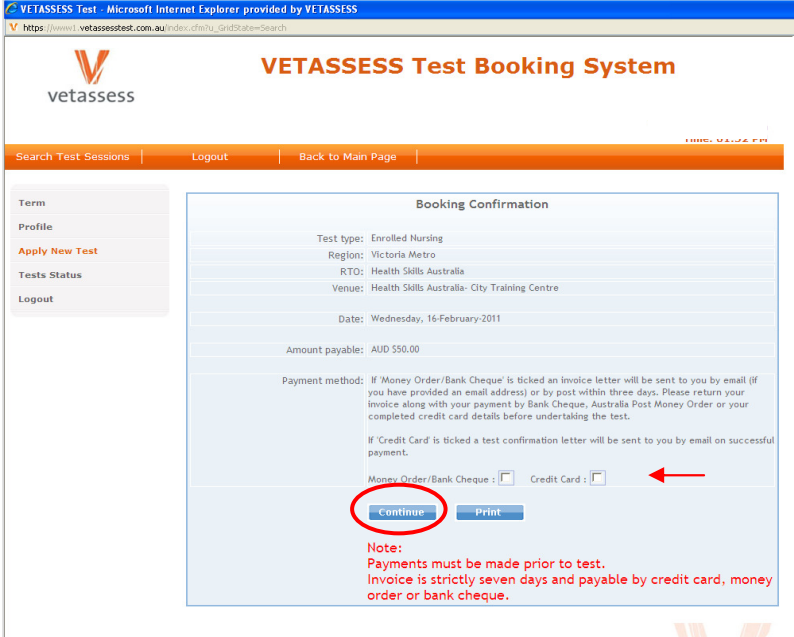
Medication Administration

For more information, please refer to your test booking confirmation letter that you will receive after payment has been confirmed by VETASSESS

Region	RTO	Venue	Address	Test Date	Test Time	Book	Status
Victoria Metro	Kangan Institute	Kangan Institute- Moreland Campus	Chr DeCarle Street and The Grove, Moreland VICTORIA	27/06/2011	09:30 AM - 12:15 PM	<input checked="" type="radio"/>	Available
Victoria North	Wodonga Institute of Tafe	Wodonga Institute of TAFE	:87 McKay Street, Wodonga VICTORIA	08/07/2011	05:15 PM - 08:15 PM	<input type="radio"/>	Available
Victoria West	Sunraysia Institute of Tafe - Mildura	Sunraysia Tafe	:Benetook Avenue, Mildura VICTORIA	27/07/2011	09:00 AM - 11:45 AM	<input type="radio"/>	Available
Victoria West	Sunraysia Institute of Tafe - Swan Hill	Sunraysia Tafe- Swan Hill Campus	:Sealake / Ultimo Road, Swan Hill VICTORIA	10/06/2011	09:30 AM - 12:15 PM	<input type="radio"/>	Available

Booking Confirmation

- Read through the booking confirmation to make sure that this is the correct test type, RTO, test date and time details



VETASSESS Test Booking System

Search Test Sessions | Logout | Back to Main Page

Term

Profile

Apply New Test

Tests Status

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Booking Confirmation

Test type: Enrolled Nursing
Region: Victoria Metro
RTO: Health Skills Australia
Venue: Health Skills Australia- City Training Centre
Date: Wednesday, 16-February-2011
Amount payable: AUD 550.00

Payment method: If 'Money Order/Bank Cheque' is ticked an invoice letter will be sent to you by email (if you have provided an email address) or by post within three days. Please return your invoice along with your payment by Bank Cheque, Australia Post Money Order or your completed credit card details before undertaking the test.
If 'Credit Card' is ticked a test confirmation letter will be sent to you by email on successful payment.

Money Order/Bank Cheque : Credit Card :

Continue **Print**

Note:
Payments must be made prior to test.
Invoice is strictly seven days and payable by credit card, money order or bank cheque.

Payment type

- Tick the box next to the payment type you prefer: money order/bank cheque or credit card then click on 'Continue'

Online Payment

- To pay by credit card online, complete the credit card details and click on the 'Pay now' button at the bottom of the screen
- Download the test session 'Confirmation Letter' after your payment has been successfully processed


VETASSESS Test - Microsoft Internet Explorer provided by VETASSESS
 https://www.vetassesstest.com.au/index.cfm?nav=SearchTestDet

VETASSESS Test Booking System

Search Test Sessions | Logout | Back to Main Page

Term
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Confirm the below application fee, fill the credit card detail sections and click on 'Pay Now'.
 Payment must be made using the following credit cards (VISA or Mastercard)



Booking details

Test session selected VETASSESS test for Enrolled Nursing course on 16 Feb 2011 at
 Region: Victoria Metro
 RTD: Health Skills Australia
 Venue: Health Skills Australia- City Training Centre

Test application fee AUD 550.00
 Payment method Credit Card ([Change Payment Method](#))

Credit card details

CardHolders Name:
 Card Number:
 CVN: 3 last digits at the back of credit card on the signature panel
 Card Expiry: January / 2011 (Month / Year)
 Amount \$ 50.00

Posting Payment

- Click on the 'Invoice' button to print the invoice and then post it to VETASSESS with a money order or bank cheque 7 days before the test date

Test Status

- Click on 'View Test Status' to check the status of your test booking to:
 - preview the test session / test venue details
 - pay by credit card
 - cancel your booking
 - request an invoice

VETASSESS Test Booking System

Search Test Sessions | Logout | Back to Main Page


Term
 Profile
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Booking is successful. Please note invoice No. '11NURAH29222'

Note: Please print your invoice, attach your money order/bank cheque and post them to VETASSESS a minimum of seven(7) days prior to test date.

Once payment is cleared by VETASSESS, the confirmation letter will be posted or emailed to you, or, you may download Confirmation letter from Tests Status link on left hand side menu.

VETASSESS Test - Microsoft Internet Explorer provided by VETASSESS
 https://www.vetassesstest.com.au/index.cfm?nu_candState=home&nu_state=Haurangi&term=13&at



VETASSESS Test Booking System

Search Test Sessions | Logout | Back to Main Page

Term

Profile

Apply New Test

Tests Status

View Result

Logout

Test Status

Test detail	Venue Detail	Payment Detail	Status	Action
Medication Administration Test Date: 27-Jun-11 10:00-12:15 Registration Time: 27-Jun-11 09:30 Result Date: TBA	Kangan Institute- Moreland Campus Cor. DeCarle Street and The Grove Moreland, VICTORIA 3058	Test Charge: \$50.00 Payment method: Bank Cheque or Money Order Invoice No: 11NURAH31243 Payment due: 06-June-11	Active	Register Credit Card Cancel Booking Invoice

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