Business School Excel Diagnostic Test

Instructions

NOTE: The diagnostic test is **compulsory** for all commencing Business School undergraduate students and postgraduate Master of Commerce and Master of Professional Accounting students

Be Prepared

Your first year at the University of Sydney will be fun, exciting, challenging and, at times, very unfamiliar. To help kick-start your journey with the Business School and ensure the strongest possible start to your semester, it is compulsory to complete an Excel Diagnostic Test.

Excel Diagnostic Test

The purpose of this test is to provide students with an understanding of their existing Excel skills. Based on individual results, additional support may be recommended and extra help will be on offer in the form of Excel workshops throughout the semester.

- It is a 15-minute <u>online</u> test
- It is not a memory or knowledge-based test
- No study is required
- Only <u>one</u> attempt is allowed
- Available on **Blackboard Learning Management System** from
  <u>**9am Monday 23rd July to 5pm Friday 27th July**</u>

Before You Attempt the Test

As outlined in the '**Checklist (for new students)**' you will need to activate your accounts before you are able to access the Learning Management System.

Accessing and Taking the Test on Blackboard

1. Use your **Unikey and password** to login to **Blackboard LMS**
2. Select 'Undergraduate (or Postgraduate) Excel Learning – Business School' from My Units of Study
3. On the left, you will find a menu with the name 'Diagnostic Test' containing the Raw Data and Diagnostic Test link
4. **<u>Follow ALL test instructions</u>**
5. **After the test**, you will be emailed at the <u>end of week 1</u> with a recommendation.

If it is recommended, or you believe you would benefit from extra help with Excel, you may attend Excel workshops to help prepare you for the semester ahead.

Taking the Test Onsite at the Business School

If you **cannot** access the internet at home or are experiencing difficulties, you may then choose to attend a computer lab based test in <u>one</u> of the scheduled sessions below:

Computer Lab 2 Codrington Building (H69)	Thursday 26th July 2018	Friday 27th July 2018
- Be seated no later than 10 minutes prior - Bring your Unikey login details - Bring your Student Identification Card - Bring photo identification (if you do not have your student card)	12:00pm 12:30pm 1:00pm 1:30pm 2:00pm 2:30pm 3:00pm 3:30pm 4:00pm 4:30pm 5:00pm	1:30pm 2:00pm 2:30pm 3:00pm 3:30pm 4:00pm 4:30pm

Please contact the Excel support team at business.excel@sydney.edu.au if you have any questions regarding the Excel Skills Diagnostic Test.