



### SECTION 3: REQUEST DETAILS

Please identify or describe the document(s) you are seeking access to; be specific and provide as much information as possible, including what the document(s) relate to, the date range in which the document(s) may have been created, and the type of document (for example an email, report, letter). Please avoid using words such as 'all documents' because that request may be too large for us to process, or it may not be specific enough for us to identify the document(s). If you are not sure how to frame your request, please contact us.

It may be helpful to exclude certain documents or information from your request if they aren't necessary or relevant. This may mean we can process your request faster. Do you require access to:

- Draft documents**    Yes    No      **Duplicate documents**    Yes    No
- Commercial information relating to third parties**    Yes    No

### SECTION 4: EDITED DOCUMENTS

The document(s) you request may contain exempt or irrelevant information. Under section 25 of the FOI Act, we can provide edited copies of document(s) with exempt or irrelevant information removed if it is practicable for us to edit the document(s) and you agree to accept an edited copy of the document(s). If you don't agree to receive an edited copy, we may decide the entire document is exempt and refuse access to it in full, even if part of the document could otherwise be released to you.

**Do you agree to receive a copy of document(s) with exempt or irrelevant information removed in accordance with section 25 of the FOI Act?**

- Yes    No

### SECTION 5: PERSONAL INFORMATION AND CONSULTATION

If you are seeking access to documents that contain third party personal information (that is, names, addresses, phone numbers or other identifying information) the VCAA must consult with every affected person and ask if they object to the release of their information. This may result in extending the due date for your request by 15 days.

**Do you require access to personal information relating to third parties?**    Yes    No

**Do you consent to VCAA identifying you as the applicant for the purpose of consultation?**    Yes    No

**To assist with consultation, please explain the purpose of your request:**

### SECTION 6: FORM OF ACCESS TO DOCUMENTS REQUIRED

- Physical** (copies sent by post)
- Electronic** (copies sent by email, where possible)
- Inspection** (personal inspection)

## SECTION 7: PAYMENT DETAILS

The application fee for a Freedom of Information request is \$31.80. Payment can be made by cheque or money order (payable to the VCAA) or by credit card.

The application fee will be waived for a person holding a valid Pensioner Concession Card or Health Care Card. Please include a certified copy of your concession card with your request. If there is another reason why paying the application fee would cause you hardship, please provide an explanation with your request. We will assess your fee waiver request and let you know the outcome.

Access charges may be payable under the FOI Act. A deposit may be required where charges are estimated to exceed \$50. Charges must be waived in certain circumstances. We will advise you if access charges apply after your request has been assessed.

<input type="checkbox"/>	<b>Cheque or Money Order (payable to the VCAA)</b>	<input type="checkbox"/>	<b>Mastercard</b>	<input type="checkbox"/>	<b>Visa</b>
<b>Card number</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<b>Expiry date</b> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
<b>Cardholder's name</b>	<input type="text"/>				
<b>Cardholder's signature</b>	<input type="text"/>			<b>Date</b>	<input type="text"/>

## SECTION 8: LODGING YOUR REQUEST

Please send your completed request form and any attachments by email or post.

[vcaa.foi@education.vic.gov.au](mailto:vcaa.foi@education.vic.gov.au)

or

**Freedom of Information Officer  
Victorian Curriculum and Assessment Authority  
Level 7, 2 Lonsdale Street  
Melbourne VIC 3000**