

Application for Statement of Marks and Inspection of Examination Response Materials 2017

Further information about Statements of Marks and Inspections of Examination Response Materials, including associated rules and conditions, can be found at: www.vcaa.vic.edu.au (VCE > Results > Inspection of Response Materials/Statement of Marks).

Return completed application and payment to Student Records and Results, VCAA, Level 7, 2 Lonsdale Street, Melbourne VIC 3000, by email to student.records@edumail.vic.gov.au or fax (03) 9032 1591 (credit card payments only). It is preferred that applications are emailed to the VCAA.

Name

Address

Postcode

Telephone () Student mobile

Student number

Student email address

STEP 1: Make your choice

Inspections may take place at your school with the principal's permission. When schools are closed, inspections may take place at the VCAA.

Please tick this box if the Inspection of Examination Response Materials is applied for when school is closed.

Study	Statement of Study Score	Statement of Marks	Inspection of Exam Response Materials
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Vision-impaired students may specify an alternative format if required. The VCAA will advise the applicant if the specified format is not feasible.

Alternative format:

STEP 2: Signatures

The student must sign here:

Student's signature Date

For an Inspection of Examination Response Materials at your school, your principal must sign here:

Principal's signature Date

School name

STEP 3: Calculate cost

If ordering an Inspection of Examination Response Materials, you must also order a Statement of Marks.

Number of Statements requested	Quantity: <input type="text"/>	at \$10.30 each	\$ <input type="text"/>
Number of Inspections of Examination Response Materials	Quantity: <input type="text"/>	at \$24.10 each	\$ <input type="text"/>
		\$39.50	\$ <input type="text"/> (late fee – Statement of Marks only)
		Total Payment	\$ <input type="text"/> (GST exempt)

STEP 4: Payment details – Note that cash is not accepted.

This document becomes a Tax Invoice upon payment. Please make a copy of this form for your own taxation records as no receipt will be supplied.

Total Payment \$ Cheque/Money order (payable to the VCAA)

Mastercard Visa Card number Expiry date / /

Cardholder's name

Signature Date

Telephone () Mobile

STEP 5: Submit Application

Are you looking for more details about your 2017 VCE Results?

COLLECTION NOTICE

The Victorian Curriculum and Assessment Authority (VCAA) is a statutory authority continued under the *Education and Training Reform Act 2006* (Vic). The VCAA collects the information requested on this form, which includes personal information as defined in Section 3 of the *Privacy and Data Protection Act 2014* (Vic), for the purpose of facilitating your application for a Statement of Study Score, Statement of Marks, Statement of General Achievement Test (GAT) Marks, Inspection of Examination Response Materials and/or to listen to a recording of your VCE Music performance examination. The personal information collected on this form will be used by relevant VCAA employees and/or contractors for and in connection with the abovementioned purpose. Unless authorised or required by law to do so, the VCAA will not use or disclose the personal information collected on this form except in connection with the abovementioned purpose. When an individual's personal information is provided to the VCAA by a third party, the VCAA requests that the individual is made aware their personal information will be or has been provided to the VCAA, the purpose for which will be or was provided and to whom it will be or is likely to be disclosed. If the requested information is not provided on this form, your application may not be processed. An individual may request access to personal information the VCAA holds about them, and request its correction if inaccurate. Initial enquiries regarding access to student records and results can be made by contacting the Manager, VCAA Student Records and Results Unit on (03) 9032 1742. The VCAA Privacy Policy can be found at www.vcaa.vic.edu.au/aboutus/policies/privacypolicy.aspx.

Statement of Study Score

This will show your actual graded assessment scores and explain how your study score was calculated.

- The fee for a Statement of Study Score is \$10.30 per study.

Statement of Marks

This will tell you the score you received for each question or criterion on the external assessment and the maximum score obtainable. It will also provide the range of scores that correspond to the grade you received.

- The fee for a Statement of Marks is \$10.30 each.

Statement of General Achievement Test (GAT) Marks

This will tell you the correct response and your response to each multiple-choice question, your total mark for each multiple-choice component and your mark for the written components.

- The fee for a Statement of GAT Marks is \$10.30.

Inspection of Examination Response Materials

You may inspect your written examination response materials or listen to the recording of your VCE Music performance examination. Inspections are not available for Languages oral examinations and performance examinations in Dance, Drama and Theatre Studies.

Inspections should take place at your school with the principal's permission. The examination response material/s will be mailed to the principal. An appointment must be made with the school for the inspection. The duration of the inspection is approximately 15 minutes per examination.

There is a fee of \$24.10 per examination.

When schools are closed, inspections may take place at the VCAA by appointment.

You are required to obtain the relevant Statement of Marks prior to an inspection.

Response materials do not contain any assessor's marks or comments and remain the property of the VCAA. The VCAA recommends that your subject teacher be present when the examination response material/s is inspected. If your subject teacher is not available, you should contact your school to discuss the availability of a suitable substitute teacher of the subject at the same level.

In exceptional cases, where it can be demonstrated that an objective factual error has occurred in the assessment of a question/s, the VCAA may consider a Student Examination Reassessment Application (SERA) by your school principal. To be considered by the VCAA, a SERA must comply with SERA guidelines that are available to schools on VASS. A recommendation must be made by the subject teacher (or suitable substitute who teaches the subject at the same level) who has inspected your response material with you.

APPLICATION CLOSING DATES

Statement of Marks, GAT and Study Score close Friday 9 February 2018.

After this date applications will be accepted with a late fee of \$39.50 until Friday 2 March 2018.

Applications received after this date will not be processed.

Inspection of Examination Response Materials close Friday 9 February 2018.

There is no provision for late applications. Applications received after this date will not be processed.