Application for Statement of Marks and Inspection of Examination Response Materials 2016

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 1, 2 Lonsdale Street, Melbourne VIC 3000, by email to student.records@edumail.vic.gov.au or fax (03) 9032 1591 (credit card payments only).

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

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: [ ] at $10.05 each $ [ ]
Number of Inspections of Examination Response Materials
Quantity: [ ] at $23.50 each $ [ ]

• Applications for Statement of Marks, GAT and Study Score close Friday 10 February 2017. After this date applications will be accepted until Friday 3 March 2017, with a late fee of $38.50.
• Applications for Inspection of Examination Response Materials close Friday 10 February 2017. There is no provision for late applications. Applications received after this date will not be processed.

Total Payment $[ ] (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
Date

Signature

Telephone
Mobile

STEP 5: Submit Application

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
Date

Signature

Telephone
Mobile
Are you looking for more details about your 2016 VCE Results?

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 $10.05 per study.

Statement of Examination Marks
This will tell you the mark you received for each question or criterion on the examination and the maximum mark obtainable. It will also tell you the range of scores that correspond to the grade you received.
• The fee for a Statement of Examination Marks is $10.05 per examination.

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 $10.05.

Inspection of Examination Response Materials
You may inspect your written examination response materials or listen to the recording of your 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 $23.50 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 Examination Marks, GAT and Study Score close Friday 10 February 2017.
After this date applications will be accepted with a late fee of $38.50 until Friday 3 March 2017.
Applications received after this date will not be processed.
Inspection of Examination Response Materials close Friday 10 February 2017.
There is no provision for late applications. Applications received after this date will not be processed.