

# VCE Assessment

## 2003 End-of-year Examinations Setting Panels

Expressions of interest are invited from suitably qualified people for appointment to 2003 Examination Setting Panels for the studies listed below. Panel members cannot be teaching Units 3 and 4 of the study in 2003. However, recent teaching experience is very highly regarded.

### Structure

A setting panel consists of one Chairperson and two or more members. This team 'develops' the examination paper according to the study design.

Vetting roles consist of a Study Specialist vetter, and an Examination Sitter vetter.

VCAA staff are involved and other positions may be necessary depending on the type of examination.

Each examination is vetted by an ESL expert appointed by the VCAA.

Brief details of position statements are provided below.

### Chairperson

- Should possess a detailed knowledge of VCE curriculum and assessment policy and the relevant study design.
- Should have experience and expertise in assessment practices appropriate to the relevant study.
- Is responsible for ensuring that the setting panel produces an examination paper that is consistent with all the requirements of the study design for the relevant study.

### Member

- Assists the Chairperson in the development of the examination paper, and acts as a delegate for the Chairperson as required.

### Study Specialist vetter

- Should have considerable expertise in the study and be familiar with all aspects of the study design.
- Is required to check the accuracy of the theoretical and technical content of the examination paper, and check that the paper is consistent with the requirements of the study design. The vetter is required to provide written advice to the Chairperson of the setting panel.

### Examination Sitter vetter

- Should have considerable expertise in the study and is selected on the basis of teaching experience in the study.
- Is required to read and where appropriate sit the paper as if the vetter were a student. The vetter is required to provide written advice to the Chairperson of the setting panel.

You must declare on the Expression of Interest form that you will not be teaching Units 3 and 4 of this study in 2003 and that you have no close relatives undertaking Units 3 and 4 of this study in 2003\*.

For further information contact Marlwood Ryder, Coordinating Manager, VCE Assessment on (03) 9651 4421 or [ryder.marlwood.f@edumail.vic.gov.au](mailto:ryder.marlwood.f@edumail.vic.gov.au)

\*The following are defined as close relationships:

Relationship such as husband, wife, son, daughter, step son, step daughter, parent, grandparent, uncle, aunt, nephew, niece, cousin (as to at least two degrees) or similiar relationships arising by marriage or by de facto relationships. Whether there is too close an association with a student or other person obviously depends upon the relevant social, business and other circumstances. If there is any doubt about possible close relationships/associations, please contact the Coordinating Manager, VCE Assessment.

The following positions are available for Expressions of Interest (details of the contact persons are provided). The panel is for the Written examination unless indicated otherwise.

<b>Study/examination</b>	<b>Position/s available</b>	<b>Contact person</b>
<b>Chemistry Examination 2</b>	Study Specialist vetter	Kris Allen
<b>Drama Performance</b>	Chairperson, Panel members, Study Specialist vetter, Examination sitter vetter	Paul Nicholls
<b>Economics</b>	Study Specialist vetter, Examination sitter vetter	Pauline Rule
<b>Environmental Science Examination 2</b>	Panel members, Study Specialist vetter, Examination sitter vetter	Kris Allen
<b>Further Mathematics Examination 1</b>	Chairperson, Panel members, Study Specialist vetter, Examination sitter vetter	Kris Allen
<b>Further Mathematics Examination 2</b>	Chairperson, Panel members, Study Specialist vetter, Examination sitter vetter	Kris Allen
<b>Health and Human Development</b>	Panel members, Study Specialist vetter, Examination sitter vetter	Susan O'Shannessy
<b>History: Revolutions</b>	Chairperson, Panel members, Study Specialist vetter, Examination sitter vetter	Pauline Rule
<b>Industry and Enterprise Studies</b>	Panel members, Study Specialist vetter, Examination sitter vetter	Pauline Rule
<b>LOTE: Albanian</b>	Chairperson, Panel members, Study Specialist vetter, Examination sitter vetter	Cathy Peters
<b>LOTE: Arabic</b>	Chairperson, Panel members, Study Specialist vetter, Examination sitter vetter	Cathy Peters
<b>LOTE: Auslan</b>	Chairperson, Panel members, Study Specialist vetter, Examination sitter vetter	Cathy Peters
<b>LOTE: Bengali</b>	Chairperson, Panel members, Study Specialist vetter, Examination sitter vetter	Cathy Peters
<b>LOTE: Chinese First Language</b>	Chairperson, Panel members, Study Specialist vetter, Examination sitter vetter	Cathy Peters
<b>LOTE: Chinese Second Language</b>	Chairperson, Panel members, Study Specialist vetter, Examination sitter vetter	Cathy Peters
<b>LOTE: French</b>	Chairperson, Panel members, Study Specialist vetter, Examination sitter vetter	Cathy Peters
<b>LOTE: Greek</b>	Chairperson, Panel members, Study Specialist vetter, Examination sitter vetter	Cathy Peters
<b>LOTE: Indonesian First Language</b>	Chairperson, Panel members, Study Specialist vetter, Examination sitter vetter	Cathy Peters
<b>LOTE: Italian</b>	Chairperson, Panel members, Study Specialist vetter, Examination sitter vetter	Cathy Peters
<b>LOTE: Japanese First Language</b>	Chairperson, Panel members, Study Specialist vetter, Examination sitter vetter	Cathy Peters
<b>LOTE: Japanese Second Language</b>	Chairperson, Panel members, Study Specialist vetter, Examination sitter vetter	Cathy Peters
<b>LOTE: Korean First Language</b>	Chairperson, Panel members, Study Specialist vetter, Examination sitter vetter	Cathy Peters
<b>LOTE: Korean Second Language</b>	Chairperson, Panel members, Study Specialist vetter, Examination sitter vetter	Cathy Peters
<b>LOTE: Latin</b>	Chairperson, Panel members, Study Specialist vetter, Examination sitter vetter	Cathy Peters
<b>LOTE: Macedonian</b>	Panel members, Study Specialist vetter, Examination sitter vetter	Cathy Peters
<b>LOTE: Persian</b>	Chairperson, Panel members, Study Specialist vetter, Examination sitter vetter	Cathy Peters
<b>LOTE: Portuguese</b>	Chairperson, Panel members, Study Specialist vetter, Examination sitter vetter	Cathy Peters

<b>Study/examination</b>	<b>Position/s available</b>	<b>Contact person</b>
<b>LOTE: Romanian</b>	Chairperson, Panel members, Study Specialist vetter, Examination sitter vetter	Cathy Peters
<b>LOTE: Sinhala</b>	Chairperson, Panel members, Study Specialist vetter, Examination sitter vetter	Cathy Peters
<b>LOTE: Spanish</b>	Chairperson, Panel members, Study Specialist vetter, Examination sitter vetter	Cathy Peters
<b>LOTE: Tamil</b>	Chairperson, Panel members, Study Specialist vetter, Examination sitter vetter	Cathy Peters
<b>LOTE: Vietnamese</b>	Chairperson, Panel members, Study Specialist vetter, Examination sitter vetter	Cathy Peters
<b>Mathematical Methods (CAS) Examination 1</b>	Panel members, Study Specialist vetter, Examination sitter vetter	Kris Allen
<b>Mathematical Methods (CAS) Examination 2</b>	Panel members, Study Specialist vetter, Examination sitter vetter	Kris Allen
<b>Outdoor and Environmental Studies</b>	Study Specialist vetter, Examination sitter vetter	Susan O'Shannessy
<b>Physical Education</b>	Study Specialist vetter, Examination sitter vetter	Susan O'Shannessy
<b>Psychology Examination 2</b>	Chairperson, Panel members, Study Specialist vetter, Examination sitter vetter	Kris Allen
<b>Studio Arts</b>	Chairperson, Panel members, Study Specialist vetter, Examination sitter vetter	Paul Nicholls
<b>Texts and Traditions</b>	Panel members, Study Specialist vetter, Examination sitter vetter	Kris Allen
<b>VCE VET: Arts (Interactive Multimedia)</b>	Study Specialist vetter, Examination sitter vetter	Susan O'Shannessy
<b>VCE VET: Business (Office Administration)</b>	Panel members, Study Specialist vetter, Examination sitter vetter	Susan O'Shannessy
<b>VCE VET: Community Services (Community Work)</b>	Panel members, Study Specialist vetter, Examination sitter vetter	Susan O'Shannessy
<b>VCE VET: Electronics</b>	Panel members, Study Specialist vetter, Examination sitter vetter	Susan O'Shannessy
<b>VCE VET: Financial Services</b>	Panel members, Study Specialist vetter, Examination sitter vetter	Susan O'Shannessy
<b>VCE VET: Furnishing (Cabinet Making)</b>	Chairperson, Panel members, Study Specialist vetter, Examination sitter vetter	Susan O'Shannessy
<b>VCE VET: Hospitality (Commercial Cookery)</b>	Examination sitter vetter	Susan O'Shannessy
<b>VCE VET: Hospitality (Food and Beverages)</b>	Examination sitter vetter	Susan O'Shannessy
<b>VCE VET: Information Technology</b>	Panel members, Study Specialist vetter, Examination sitter vetter	Susan O'Shannessy
<b>VCE VET: Laboratory Skills</b>	Study Specialist vetter, Examination sitter vetter	Susan O'Shannessy

Contact details:

**Kris Allen**, tel: (03) 9651 4343, email: allen.kris.m@edumail.vic.gov.au

**Paul Nicholls**, tel: (03) 9651 4476, email: nicholls.paul.m@edumail.vic.gov.au

**Susan O'Shannessy**, tel: (03) 9651 4414, email: oshannessy.susan.z@edumail.vic.gov.au

**Cathy Peters**, tel: (03) 9651 4469, email: peters.cathy.c@edumail.vic.gov.au

**Pauline Rule**, tel: (03) 9651 4471, email: rule.pauline.e@edumail.vic.gov.au



# Expression of Interest 2003 VCE Examination Setting Panels

Study name

*Please use a separate pro forma for each panel in which you are expressing an interest.*

Position/s applied for: Chairperson  Member  Vetter: Study Specialist  Examination Sitter   
*(Please tick one or more)*

Have you been employed by the Victorian Curriculum and Assessment Authority before?

NO  YES  If YES, please supply VCAA ID

### Personal details *(Block letters please)*

FAMILY NAME  INITIALS  TITLE

FIRST NAME

### HOME ADDRESS

STREET   
TOWN/SUBURB  POSTCODE   
TELEPHONE  FAX   
MOBILE

### BUSINESS ADDRESS

PLACE  POSITION   
STREET   
TOWN/SUBURB  POSTCODE   
TELEPHONE  FAX   
EMAIL

The completed *Expression of Interest* form should be returned to:  
Assessment Administration, VCE Assessment Unit, VCAA,  
41 St Andrews Place, East Melbourne 3002

**Closing date: Friday 2 August 2002**

I will **not** be teaching Units 3 or 4 of this study in 2003.

**and**

I have no close relatives undertaking Units 3 or 4 of this study in 2003\*.

SIGNED ..... DATE .....

\*See page 1 for details regarding close relationships.

**Please turn over**

**Please provide the following information**

1. Relevant tertiary qualifications

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2. Experience with and knowledge of the relevant VCE study design, including teaching experience relevant to the study

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3. Experience with and knowledge of VCE curriculum and assessment policy

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4. Experience of assessment practices appropriate to this study

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5. Details of suitable referee

NAME
LOCATION/POSITION
TELEPHONE



Published by

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