

# 2002 VCE Examinations and General Achievement Test (GAT)

# Student Information Booklet and Timetable



**The following should be read carefully by all students presenting for the GAT, and the 2002 VCE examinations. This includes written, electronic/digital, oral, aural or performance examinations.**

### **Glossary of terms**

#### **Examination**

An examination refers to any centrally set task which is externally assessed by the Victorian Curriculum and Assessment Authority (VCAA). This includes written, electronic/digital, oral, aural or performance tasks conducted according to the requirements of accredited study designs and taken under examination conditions, including the General Achievement Test (GAT).

#### **Examination room/centre**

A room/centre set aside for the purpose of conducting examinations.

#### **GAT**

General Achievement Test

#### **Students' response materials/script books**

Any designated answer sheet or answer book in which students record their responses to an examination.

#### **Supervisor**

A person appointed by the VCAA (or by delegation) to act as a supervisor of an examination.

### **Special arrangements**

The Victorian Curriculum and Assessment Authority (VCAA) may approve special arrangements to assist students who have illnesses or disabilities and give them the opportunity to demonstrate both what they know and what they can do during an examination. These arrangements generally take the form of extra time or assistance. This may be additional reading and/or writing time and/or appropriate rest periods.

Students may apply to the VCAA through their school principal. Applications **must** be supported by current medical and/or other professional evidence.

All applications must be made to the VCAA by:

**Friday 26 July** for the October/November examination period (Friday 19 April was the due date for the June examinations)

#### ***Late applications will not be accepted.***

Students may be required to meet all reasonable costs associated with special arrangements.

#### **Students unable to attend an examination centre due to illness or disability**

Students who are unable to attend an examination centre due to illness or disability, but are well enough to attempt the examination in a hospital or in their own home, may apply for special supervision. If practicable, a supervisor will be sent to the hospital or the student's home.

Students who fall ill just before or on the day of their examination, or who are prevented by other serious cause from attending, should immediately contact the principal of their school so that appropriate alternative arrangements may be made with the VCAA.

***In such cases all examinations must still take place on the scheduled day as published in the timetable.*** It is not possible to reschedule an examination or the GAT to another day.

### **Emergencies and other enquiries**

Students faced with emergency situations on the day of the examination should seek immediate advice from their school or the VCAA. The VCAA telephone numbers are:

(03) 9811 6225 or (03) 9811 6228.

### **Consideration of Disadvantage**

Students should familiarise themselves with the Consideration of Disadvantage provisions as specified in section 11.8 of the *2002 VCE Administrative Handbook*.

### **Student number**

All response materials/script books used by students must be identified by the student number. This number, which is assigned by the VCAA, appears on the student's individual timetable, which is supplied by the school.

### **Timetable clashes**

In some cases a student may have a timetable clash (two examinations at the same time) for examinations on a particular day. Students may apply to the VCAA through their school principal with a request to re-schedule one of the examinations to another time on the same day. This written request must be made by:

- **Friday 26 July** for the October/November examination period.

All examinations must take place on the scheduled day as published in the timetable. It is not possible to reschedule an examination to another day. However, some students may have 3 examinations scheduled on the one day. In these cases schools will be contacted and optional arrangements will be proposed for individual students.

### **Dictionaries**

An English and/or English–LOTE printed dictionary may be used by students in English/English (ESL), and in the GAT.

In the Written component of LOTE examinations, students may use any printed monolingual or bilingual dictionary in one or two separate volumes.

#### **Dictionaries are not permitted in the Oral component of any LOTE examination.**

Dictionaries must not contain any highlighting or annotation. Electronic dictionaries are not permitted in any examination. Dictionaries are not allowed to be used in any other examination. In examinations where they are permitted, a dictionary may be consulted during reading time. However, no notes may be made during reading time.

### **Multiple-choice answer sheets**

Some examinations require students to complete a multiple-choice answer sheet. Multiple-choice answer sheets are processed by an optical scanner which automatically reads pencil marks recorded by the student on the sheet.

All multiple-choice answer sheets must be completed using a pencil only.

Students should ensure that they use the multiple-choice answer sheets provided, **carefully reading and following the instructions printed on the sheet.**

## Calculators

Only VCAA approved calculator models may be used. Calculators that have graphical or programmable capabilities (see below for more specific guidelines) may be used provided that the model is approved.

The conditions under which calculators may be used are:

- The calculator must be silent, and be of the hand-held type containing its own power source.
- Students will be entirely responsible for ensuring adequate power supply to, and proper working of, their calculators. Students must supply their own spare batteries. Any battery failure or other fault which limits the usefulness of a calculator during an examination will not be taken into consideration by the VCAA.
- No student may borrow a calculator from another student after entering the examination room.
- No magnetic cards may be used.

Supervisors have the right to check any student's calculator.

### Graphics calculators

Graphics calculators are permitted for use in Exams 1 and 2 for Further Mathematics, Mathematical Methods and Specialist Mathematics, and their full functions may be used.

The following graphics calculators are approved by the VCAA for use in mathematics examinations for 2002.

#### *Casio*

CFX-9850G, CFX-9850G PLUS, CFX-9850GB PLUS, CFX-9950G, CFX-9800G, FX-9700G, FX-7700G, FX-7300G, FX7400G, FX-7400G PLUS, FX-8500G

#### *Hewlett-Packard*

HP 38G, HP 39G

#### *Sharp*

EL-9600, EL-9400, EL-9300, EL-9200, EL-9650

#### *Texas Instruments*

TI-83 PLUS, TI-83, TI-82, TI-85, TI-86, TI-81, TI-80

For examinations in Accounting, Chemistry, Environmental Science, Information Systems, Physics, Systems and Technology, VCE VET Business (Office Administration), VCE VET Electronics, VCE VET Financial Services and VCE VET Laboratory Skills, graphics calculators are permitted for use on the condition that **the memory has been cleared prior to entering the examination.**

The use of calculators in the GAT is **not** permitted.

***Students who do not comply with this rule shall be in breach of examination regulations and will be subject to disciplinary action.***

Students may continue to use all other functions of graphics calculators and the full functions of other previously approved non-text-capable calculators.

A suitably qualified member of the school teaching staff will supervise the clearing of the memory of students' graphics calculators immediately prior to them entering the relevant examinations (see page 6 for the list of examinations which require the memory to be cleared from graphics calculators).

### Programmable calculators

Programmable calculators other than those with features specifically excluded below may be used in examinations. A programmable calculator is one in which the user can store a sequence of operations which the calculator will then execute automatically. Students are permitted to bring programs stored on their calculator into **mathematics examinations only.**

### Exclusions

Calculators that can perform symbolic manipulations are excluded. Also excluded are any models:

- with QWERTY (typewriter) keyboards
- with paper tapes
- which make noise or 'talk'
- which need mains electricity.

Mini computers, pocket organisers, laptops, palmtops, notebooks and models that 'communicate' with other calculators are also excluded, except under specified circumstances for which prior approval has been obtained from the VCAA.

A QWERTY keyboard is a feature of devices that have the entry, storage and retrieval of text information as one of their primary functions. Some calculators are capable of displaying letters of the alphabet through the use of 'second function' keys. This feature is not equivalent to having a typewriter keyboard.

### Two calculators

For examinations which permit the use of an approved calculator, students are permitted to use one graphics calculator and/or one scientific calculator.

## Mobile phones and other electronic devices

**Mobile phones and electronic communication devices, such as organisers, dictionaries and computerised watches, which are capable of storing, receiving or transmitting information or electronic signals are not permitted in an examination room under any circumstances.**

### Watches

Students will **not** be permitted to wear watches of any type during an examination. All watches must be removed and placed at the top of the student's table or desk, where they can be seen clearly and easily by supervisors.

Where there is any doubt about the functions of any watch displayed, supervisors are authorised to direct students to remove the watch for the duration of the examination.

**Note: Other materials and equipment which are permitted to be brought into the GAT and examinations are printed on page 6 of this booklet.**

## 2002 examinations with a performance or oral component

The following studies have examinations with a performance or oral component. The assessment period for these examinations is from **Monday 7 October to Sunday 3 November**. Students will be notified by the principal of their school of the time and location of their performance/oral examination.

In some cases, country students will be assessed in Melbourne.

### Monday 7 October to Sunday 3 November

Dance, Performance Examination

Drama, Solo Performance Examination

LOTE Examination – Oral component (except Classical Greek and Latin)

Music: Group Performance Examination

Music: Solo Performance Examination

Theatre Studies, Monologue Performance Examination

VCE VET Dance

Further information will be distributed in Term 3 for studies with performance or oral examinations.

## 2002 written examinations and GAT

### Starting times

Each examination commences with a 15-minute reading period, except the LOTE studies where the reading time is 10 minutes. The reading period is included in the times shown in the timetable.

**Students should check the starting time of each examination and arrive before the commencement time.**

Students should familiarise themselves with rules about late admission to examinations, in particular **rule 17** (see page 7).

### Examination responses

All written responses must be in English, unless otherwise instructed, in the question book.

### Website version

This timetable is also available on the VCAA website

[www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

## Examination Timetable

### June and GAT

#### Tuesday 11 June

9:00 am – 10.45 am  
Psychology Exam 1

11:45 am – 1:30 pm  
Chemistry Exam 1

2:45 pm – 4:30 pm  
Accounting Exam 1

#### Wednesday 12 June

9:00 am – 10.45 am  
Biology Exam 1

11:45 am – 1:30 pm  
Physics Exam 1

2:45 pm – 4:30 pm  
Environmental Science Exam 1

#### Thursday 13 June

10:00 am – 1.15 pm  
General Achievement Test (GAT)

### October LOTE examinations

#### Tuesday 22 October

2:00 pm – 5:00 pm  
Albanian, Arabic, Armenian, Bengali, Croatian, Czech, Dutch, Filipino, Hebrew, Hindi, Hungarian, Khmer, Korean First Language, Korean Second Language, Latvian, Lithuanian, Macedonian, Maltese, Persian, Polish, Portuguese, Romanian, Russian, Serbian, Sinhala, Slovenian, Swedish, Tamil, Turkish, Ukrainian

### Auslan

#### Wednesday 30 October

9:00 am – 5:00 pm  
Students are scheduled into one of two three-hour sessions.

### Classical Greek

Students will be notified of the date and time of the Classical Greek examination.

## November Examination Timetable

<b>Friday 1 November</b>		
<b>9:00 am – 12:15 pm</b>		<b>3:00 pm – 4:45 pm</b>
English		VET: Business (Office Administration)
English (ESL)		VET: Community Services
		VET: Electronics
		VET: Financial Services
		VET: Furnishing
		VET: Laboratory Skills
		VET: Information Technology
<b>Monday 4 November</b>		
<b>9:00 am – 10:45 am</b>	<b>11:45 am – 1:30 pm</b>	<b>3:00 pm – 4:45 pm</b>
VET: Hospitality (Operations)	Further Mathematics Exam 1	Biology
	Specialist Mathematics Exam 1	
<b>Tuesday 5 November</b>		
MELBOURNE CUP		
<b>Wednesday 6 November</b>		
<b>9:00 am – 10:45 am</b>	<b>11:45 am – 1:30 pm</b>	<b>3:00 pm – 5:15 pm</b>
Agricultural and Horticultural Studies	Further Mathematics Exam 2	Economics
Drama	Specialist Mathematics Exam 2	Classical Societies and Cultures
<b>Thursday 7 November</b>		
<b>9:00 am – 10:45 am</b>	<b>11:45 am – 1:30 pm</b>	<b>3:00 pm – 5:15 pm</b>
Psychology	Accounting	Literature
<b>Friday 8 November</b>		
<b>9:00 am – 10:45 am</b>	<b>11:45 am – 1:30 pm</b>	<b>3:00 pm – 5:15 pm</b>
Mathematical Methods Exam 1	Design and Technology	Physical Education
Mathematical Methods (CAS) Exam 1†		VET: Arts (Interactive Multimedia)*
<b>Monday 11 November</b>		
<b>9:00 am – 10:45 am</b>	<b>11:45 am – 2:00 pm</b>	<b>3:00 pm – 5:15 pm</b>
Mathematical Methods Exam 2	History: Australian History	IT: Information Processing and Management
Mathematical Methods (CAS) Exam 2†	English Language	
<b>Tuesday 12 November</b>		
<b>9:00 am – 10:45 am</b>	<b>11:45 am – 1:30 pm</b>	<b>3:00 pm – 5:15 pm</b>
Physics	Studio Arts	Legal Studies
Dance		
<b>Wednesday 13 November</b>		
<b>9:00 am – 10:45 am</b>	<b>11:45 am – 2:00 pm</b>	<b>3:00 pm – 5:15 pm</b>
Chemistry	History: Renaissance Italy	History: Revolutions
	IT: Information Systems	
	Contemporary Australian Society	
<b>Thursday 14 November</b>		
<b>9:00 am – 10:45 am</b>	<b>11:45 am – 2:00 pm</b>	<b>3:00 pm – 5:15 pm</b>
Art	Geography	Business Management
<b>Friday 15 November</b>		
<b>9:00 am – 10:45 am</b>	<b>11:45 am – 1:30 pm</b>	<b>3:00 pm – 5:15 pm</b>
Music Performance: Solo	Visual Communication and Design	Health and Human Development
<b>Monday 18 November</b>		
<b>9:00 am – 10:45 am</b>	<b>11:45 am – 2:00 pm</b>	<b>3:00 pm – 5:15 pm</b>
Food and Technology	Music Styles	Media
	Philosophy	
	Outdoor and Environmental Studies	
<b>Tuesday 19 November</b>		
<b>9:00 am – 12:00 noon</b>	<b>1:30 pm – 3:45 pm</b>	
LOTE: Japanese First Language	International Studies	
LOTE: Japanese Second Language	Religion and Society	
LOTE: Latin	Texts and Traditions	
LOTE: Spanish		
LOTE: Vietnamese		
<b>Wednesday 20 November</b>		
<b>9:00 am – 12:00 noon</b>	<b>2:00 pm – 3:45 pm</b>	
LOTE: French	Systems and Technology	
LOTE: Indonesian First Language	Theatre Studies	
LOTE: Indonesian Second Language		
<b>Thursday 21 November</b>		
<b>9:00 am – 12:00 noon</b>	<b>1:30 pm – 3:45 pm</b>	
LOTE: Chinese First Language	Political Studies	
LOTE: Chinese Second Language	Industry and Enterprise	
LOTE: Italian		
<b>Friday 22 November</b>		
<b>9:00 am – 12:00 noon</b>	<b>2:00 pm – 3:45 pm</b>	
LOTE: German	Music Performance: Group	
LOTE: Greek	Environmental Science	
LOTE: Australian Indigenous Languages†		

# Approved materials and equipment for the GAT and examinations

Students sitting for examinations are permitted to bring normal stationery into the examination. This includes pens, pencils, highlighters, erasers, sharpeners and rulers.

Correction (white out) liquid/tape and blank sheets of paper are **not** allowed in any examination.

For some examinations, students are permitted to bring additional materials into the examination. These are specified as follows:

## **Accounting Exams 1 and 2**

- Pencil should be used
- An approved calculator  
One graphics calculator and/or one scientific calculator. If a graphics calculator is used, the memory **must be cleared** prior to entering the examination.

## **Biology Exams 1 and 2**

- Pencil (and eraser) to use on multiple-choice answer sheet

## **Chemistry Exams 1 and 2**

- Pencil (and eraser) to use on multiple-choice answer sheet
- An approved calculator  
One graphics calculator and/or one scientific calculator. If a graphics calculator is used, the memory **must be cleared** prior to entering the examination.

## **Design and Technology Exam**

- Coloured pencils and markers, a shape template and a human figure template

## **Economics Exam**

- Pencil (and eraser) to use on multiple-choice answer sheet

## **English/English (ESL) Exam**

- An English and/or English–LOTE printed dictionary. The dictionary must not contain any highlighting or annotation. Electronic dictionaries are not permitted.

## **Environmental Science Exams 1 and 2**

- Pencil (and eraser) to use on multiple-choice answer sheet
- An approved calculator  
One graphics calculator and/or one scientific calculator. If a graphics calculator is used, the memory **must be cleared** prior to entering the examination.

## **General Achievement Test (GAT)**

- Pencil (and eraser) to use on multiple-choice answer sheet
- An English and/or English–LOTE printed dictionary. The dictionary must not contain any highlighting or annotation. Electronic dictionaries are not permitted.

**Note:** Calculators are **not** permitted.

## **Geography Exam**

- Coloured pencils, water-based pens and markers, rulers, set squares, a protractor and a compass

## **Information Systems Exam**

- An approved calculator  
One graphics calculator and/or one scientific calculator. If a graphics calculator is used, the memory **must be cleared** prior to entering the examination.

## **LOTE Exams – Written component**

- Any monolingual or bilingual printed dictionary in one or two separate volumes. The dictionary must not contain any highlighting or annotation. Electronic dictionaries are not permitted.

**Note:** Dictionaries are **not** permitted in the Oral component of any LOTE examination.

## **Mathematics Exam 1**

- Pencil (and eraser) to use on multiple-choice answer sheet
- An approved calculator  
One graphics calculator and/or one scientific calculator.
- Ruler, protractor, set-square and aids for curve-sketching
- Up to 4 pages (two A4 sheets) of pre-written notes, which may be typed or handwritten.

## **Mathematics Exam 2**

- An approved calculator  
One graphics calculator and/or one scientific calculator.
- Ruler, protractor, set-square and aids for curve-sketching
- Up to 4 pages (two A4 sheets) of pre-written notes, which may be typed or handwritten.

## **Music Performance: Group and Solo Exam**

- A pencil

## **Physics Exams 1 and 2**

- An approved calculator  
One graphics calculator and/or one scientific calculator. If a graphics calculator is used, the memory **must be cleared** prior to entering the examination.
- Up to 2 pages (one A4 sheet) of pre-written notes, which may be typed or handwritten.

## **Psychology Exams 1 and 2**

- Pencil (and eraser) to use on multiple-choice answer sheet

## **Systems and Technology Exam**

- An approved calculator  
One graphics calculator and/or one scientific calculator. If a graphics calculator is used, the memory **must be cleared** prior to entering the examination.

## **Theatre Studies Exam**

- Lead and coloured pencils, water-based pens and markers, protractors, compass, set squares and aids for curve sketching.

## **VCE VET Business (Office Administration) Exam**

- An approved calculator  
One graphics calculator and/or one scientific calculator. If a graphics calculator is used, the memory **must be cleared** prior to entering the examination.

## **VCE VET Electronics Exam**

- An approved calculator  
One graphics calculator and/or one scientific calculator. If a graphics calculator is used, the memory **must be cleared** prior to entering the examination.

## **VCE VET Financial Services Exam**

- An approved calculator  
One graphics calculator and/or one scientific calculator. If a graphics calculator is used, the memory **must be cleared** prior to entering the examination.

## **VCE VET Furnishing (Cabinet Making) Exam**

- Pencil (and eraser) to use on multiple-choice answer sheet

## **VCE VET Hospitality Exam**

- Pencil (and eraser) to use on multiple-choice answer sheet

## **VCE VET Information Technology Exam**

- Pencil (and eraser) to use on multiple-choice answer sheet

## **VCE VET Laboratory Skills Exam**

- An approved calculator  
One graphics calculator and/or one scientific calculator. If a graphics calculator is used, the memory **must be cleared** prior to entering the examination.

## **Visual Communication and Design Exam**

- Pencils
- Coloured pencils, water-based pens and markers, rulers, set squares, a protractor and a compass

# Rules and their observance for the conduct of VCE Examinations

Students are required to observe the following rules for examinations conducted by or on behalf of the Victorian Curriculum and Assessment Authority (VCAA) as well as the day-to-day rules of the institution providing the venue for the examination. These rules shall apply to students with disabilities or other impairments with such modifications as may be appropriate and reasonable.

Any alleged breach of these rules and any alleged cheating or dishonesty in relation to VCE examinations will be reported to the Manager, Corporate Governance, VCAA. Serious cases will be referred to the VCAA Discipline Committee. The Discipline Committee will, in accordance with its terms of reference, conduct a hearing at which it will consider the circumstances of the alleged breach and determine any appropriate penalty.

All supervisors of examinations are issued with directions for the administration of the examinations and are required to report all breaches of rules to the Manager, Corporate Governance, VCAA.

1. No student may cheat or assist another student to cheat or take any action that gives or attempts to give him/her an unfair advantage in an examination.
2. Each student must present for an examination in person. It is a serious offence for a student to allow any other person to present for an examination in his or her place. It is also a serious offence for any person to present for an examination in a student's place or to aid and abet a student to arrange for any other person to present for an examination in the student's place.
3. A student will not be admitted to an examination room while under the influence of alcohol or illegal drugs.
4. A student must obey and observe all instructions or directions given in the examination room by the supervisor.
5. It is a student's responsibility to ensure that he or she only brings approved materials and equipment for any given examination into the examination room.
6. Mobile phones and electronic communication devices, such as organisers, dictionaries and computerised watches, which are capable of storing, receiving or transmitting information or electronic signals are **not** permitted in an examination room under any circumstances.
7. No student may communicate with another student in the examination room while the examination is being conducted.
8. No student may by any act or omission cause any nuisance, annoyance or interference to any other student. If the student does not comply with an instruction given by the supervisor then that student will not be entitled to complete the examination and must leave the examination room immediately.
9. A student must not write or draw anything offensive on any examination materials.
10. No drinks or food are allowed in the examination room except under special circumstances as approved and directed by the VCAA.
11. A student must not tear out any part of a script book, question and answer book or answer book.
12. A student must not remove any response material, used or unused, from the examination room.
13. If a student requires another script book, or if a student wishes to speak to the supervisor, the student must stand in his or her place.
14. No student will be allowed to leave the room before 30 minutes has elapsed from the start of writing time.
15. It is the responsibility of the student to immediately notify the supervisor if the correct examination paper has not been provided or that the examination paper has missing pages.
16. During reading time a student may study the directions for the examination, the question book and a dictionary if a dictionary is permitted in the examination. A student must not begin to write or mark his or her paper in any way or use a calculator until the signal to write is given.
17. A student arriving late for an examination will be admitted to the examination room provided:
  - a. they arrive up to 30 minutes after the scheduled start of writing time. Students so admitted must cease their work by the scheduled finish of writing time.
  - b. students arriving after 30 minutes from the scheduled start of writing time but before the scheduled finish of writing time may be admitted only if all the following conditions are met:
    - i. the principal of the host school, or the principal's delegate, recommends the student's admittance.
    - ii. the student is admitted to the room on the understanding that his or her response materials may not be accepted by the VCAA. The student must be advised of this condition and must sign acceptance of this requirement prior to entry to the examination room.
    - iii. the student completes a Statutory Declaration immediately following the conclusion of the examination declaring:
      - the reason for being late for the examination;
      - the time of admittance to the examination room;
      - that he or she has not seen or read the examination question book prior to his or her admittance;
      - that he or she has had no communication with anyone who has had access to the contents of the examination question book; and
      - that he or she understands that his or her response materials may not be accepted by the VCAA.
    - iv. appropriate arrangements can be made to enable the student to complete the examination without disruption to other students.
    - v. the student is allowed the full writing time but is given no allowance for reading time.
  - c. for a performance examination, it may be possible to reschedule the examination to an alternative time.
18. A student must cease writing when the signal to do so is given but must not leave his or her place until directed by the supervisor. A warning signal will be given 5 minutes before the scheduled completion of writing time of the examination.
19. At the end of the examination, each student must remain silent and in his or her place until all response materials have been collected. Only then will the supervisor give the direction for students to leave the room.
20. A student must not communicate with an assessor, either before or after a written examination or during a performance examination, except when communication is necessary for the conduct of the examination. Any necessary communication must be directed to the VCAA.



Published by

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