

# Examinations

## 2003 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.

**Positions available** (see position description on page 4 of this liftout)

### *Chemistry Examination 1 (June)*

Study Specialist vetter

### *Environmental Science Examination 1 (June)*

Study Specialist vetter

### *Psychology Examination 1 (June)*

Chairperson, Panel members, Study Specialist vetter, Sitter vetter

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

**Note:** An advertisement for other 2003 Examination Setting Panels will appear in the July 2002 VCE BULLETIN.

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**Due to reaccreditation of the following studies, the panels will be required to produce a sample examination or a set of questions based on the new study designs.**

**Positions available** (see position description on page 4)

### *Accounting Examination 1 (June) and Examination 2 (November)*

Chairperson, Panel members, Study Specialist vetter, Sitter vetter.

### *Information Processing and Management Examination (November)*

Chairperson, Panel members, Study Specialist vetter, Sitter vetter.

### *Information Systems Examination (November)*

Chairperson, Panel members, Study Specialist vetter, Sitter vetter.

\*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.



# 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.*

Positions applied for: Chairperson  Member  Vetter  Study Specialist   
(Please tick one or more) Examination Sitter

**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

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

NO  YES  If YES, please supply VCAA ID

The completed *Expression of Interest* form should be returned to:  
VCE Assessment Unit, Victorian Curriculum and Assessment Authority,  
41 St Andrews Place, East Melbourne 3002

**Closing date: Friday 21 June 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 previous page 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

# Setting panels

## Structure

A setting panel consists of 1 Chairperson and 2 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.

In cases where a study has been reaccredited (e.g. in 2003 Accounting, Information Processing and Management, Information Systems), the Setting panel will also be required to provide either a sample examination or sample questions.

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.



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