



# VCAA Bulletin

Information to schools about the VCE and VCAL

Principal  VCE/VCAL Coordinator  VCE/VCAL Teachers

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## VCE Season of Excellence update

The installation of Top Designs at Melbourne Museum in July marked the end of Season 2003. Overall, student attendances at Season events increased by 45 per cent in 2003 with a comparable increase in attendances at associated education programs.

Application forms for Top Designs, Top Arts and Top Screens can be found in this Bulletin on pages 17–21. The deadline for applications is **Thursday 23 October 2003**. Both exhibitions will open in March and Top Screen will begin in March/April 2004. As works are predominantly short-listed from photographs, presenting the best possible image is important for all applicants. Advice on photography

of works can be found at: [www.vcaa.edu.vic.gov.au/VCE/excellence](http://www.vcaa.edu.vic.gov.au/VCE/excellence) and [www.ngv.vic.gov.au/toparts](http://www.ngv.vic.gov.au/toparts)

### Top Arts – Copyright clearance and screen-based works

Works submitted to Top Arts that do not have copyright clearance in regards to the use of non-original material cannot be considered for exhibition. This includes sound or visual clips. While works submitted for assessment do not contravene copyright legislation, once they are displayed in the public domain their legal status changes. Applicants should seek clearance of

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Jane Killeen  
Bayside Secondary College, Altona North



## Important administrative dates

Full details of dates appear in the *VCE Administrative Handbook 2003*.

2003	
Friday 8 August	Arts Performance and LOTE oral component examination advice slips available to schools.
Friday 22 August	<b>Enrolment 4 data</b> due at the VCAA. This data should also contain 2003 VCE VET enrolment data. After this date VASS will not allow schools to: <ul style="list-style-type: none"> <li>– amend VCE VET assessment plan data</li> <li>– enter or withdraw enrolments for VCE VET modules for scored Unit 3 and 4 sequences.</li> </ul> <b>Partnership applications for Unit 4 School-assessed Coursework</b> due at the VCAA.
Monday 8 September	October/November examination centres available on VASS.
Friday 19 September	End Term 3 Final day for lodging applications for enrolment in 2004 in <b>Chinese Second Language, Indonesian Second Language, Japanese Second Language or Korean Second Language</b> .
Monday 6 October	Start Term 4
Monday 6 October to Sunday 2 November	<b>Performance examinations and LOTE examinations: oral component.</b>
Friday 10 October	<b>Enrolment 5 data due at VCAA.</b> After this date VASS will not allow schools to enrol or withdraw students in: <ul style="list-style-type: none"> <li>– VCE Units 1 and 2</li> <li>– VCE VET units of competence/modules.</li> </ul>
Wednesday 15 October	<b>SIAR 3 School-assessed Task scores</b> due at the VCAA. Indicative grades for October/November examinations including performance examinations are also required. After this date VASS will not allow schools to enter SIAR 3 scores or indicative grades.
Friday 17 October	Final day for lodging <b>requests to inspect scripts for examinations in the June</b> examination period.
Monday 20 October	<b>School Status Report</b> identifying School-assessed Tasks from the SIAR 3 required for review, <b>ARRF for the School-assessed Tasks</b> received in schools.
Tuesday 21 October	LOTE (CCAFL) written examinations.
Monday 27 October	Review by visitation of School-assessed Tasks begin.
Wednesday 29 October	<b>Unit 4 School-assessed Coursework audit material</b> due at the VCAA.
Friday 31 October to Friday 21 November	<b>Written examinations</b> held.
Friday 14 November	Final day for Principals to lodge <b>Score Amendments</b> for School-assessed Tasks from SIAR 1. Final day for Principals to lodge <b>requests for Confirmation of Grades</b> for results released to schools. Earliest date School-assessed Tasks in the Arts and Technology may be returned to students.
Monday 17 November	<b>SIAR 4 scores for Unit 4 School-assessed Coursework.</b> After this date VASS will not allow schools to enter SIAR 4 scores.

## CEO's column



I would like to take this opportunity to thank all those schools involved in the organisation and delivery of the June VCE examinations and GAT activity. All June examination processing was completed by mid-July and preparations are running smoothly for the October/November examinations.

Applications for Derived Examinations Scores (in relation to illness or other circumstances at examination time) were considered by the panel appointed for this purpose and schools have received correspondence advising them of the outcomes of their students' applications.

A second round of VCAA/VTAC joint briefings for schools on procedures for Derived Examinations Scores for the end-of-year examinations and on VTAC's provisions for Year 12 students suffering chronic illness or circumstances commenced on 21 July.

In June, a first for Australian schools was created when an essay writing task was conducted online by the VCAA and ten schools participated in the trial of the Year 7 AIM Online writing task. Four hundred and sixty students participated in the trial. During August the VCAA is planning to expand on this achievement by enabling about 7000 students to undertake both the essay task and the computer adaptive tests in English and Mathematics for the Year 7 AIM Online activity.

Continuing with the Year 7–10 theme, Mathematics teachers will be pleased to know that the *Mathematics Sample Programs Years 7–10* print publication has been distributed to all secondary schools and an online version of the resource which will facilitate teacher use is being prepared. In the pipeline is the publication of Sample Units in English and Mathematics for Years 8–10. These are currently being prepared by the VCAA for the editorial stage.

The statewide professional development program to support schools in using CSF Annotated Work Samples in Health and Physical Education, SOSE and Technology has concluded. Participants have welcomed the resources, commenting on their value in supporting their work in making consistent judgments about student achievement against the CSF.

The VCAA aims to assist teachers and schools to improve student outcomes across all key learning areas from Years P–10 through the provision of resources and professional support.

Michael White  
Chief Executive Officer  
August 2003

## Examinations

VCE  
GENERAL  
ADVICE

### VCAA BULLETIN Exams Issue No. 5 2003

Please note that the publication date for the VCAA BULLETIN Exams Issue No. 5 2003 is 22 September 2003 and **not** 25 August 2003 as stated in the VCAA BULLETIN copy deadlines for 2003, published monthly in this Bulletin.

### Advice slip

#### Arts Performance and LOTE Oral Examinations

VCE Coordinators should note that all advice slips for Arts Performance and LOTE oral examinations will be available via the VASS system from **8 August 2003**.

(Results Admin Æ VCE Reports Æ Performance/Oral Exam Advice Slips)

Schools will be able to print both class **timetables** and **individual advice slips** from **8 August 2003**.

A **VCAA memorandum** outlining the administrative requirements for each subject area will be emailed to schools in the week beginning **11 August 2003**.

Included with the memorandum will be such items as Statement of Intention (Drama, Theatre Studies), Statement of Expressive Intention (Dance), Performance Program Sheet (Music Performance: Group and Solo) and Information Booklets (LOTE Oral Examinations).

### 2004 Latin Examination

Teachers of Latin are asked to note the following changes to the requirements for the

#### 2004 Latin examination:

Latin Study Design page 13, SEEN TEXTS

Prescribed seen texts for Section 2 end-of-year examination:

Amend to read:

For 2004: Virgil, Aeneid VI, lines 98–184, 268–330, 417–439, 548–665, 788–797, 847–853, 893–899.

### VCE Assessors

Expressions of Interest are still invited from suitably qualified and experienced teachers/educators for appointments as Assessors in the 2003 VCE November Examination program.

The appropriate forms and additional information are available on the VCAA website and were published in VCE BULLETIN as follows:

#### 2003 Examination Assessors

[www.vcaa.vic.edu.au/vce/exams/expression/index.htm](http://www.vcaa.vic.edu.au/vce/exams/expression/index.htm)

February 2003 VCE BULLETIN liftout (white)

Interested persons should send their form into the VCAA as soon as possible.

## Special Provision

The Special Provision brochure for parents has been translated into 13 languages. The languages are Arabic, Cambodian, Chinese, Croatian, Greek, Macedonian, Persian, Russian, Serbian, Somali, Spanish, Turkish and Vietnamese. The policy and the translations are located on the VCAA website at <[www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)>. Click on 'Special Provision Policy' and then go to 'Information for Parents'. This is a two-page A4 document that can be downloaded in Portable Document Format (PDF), copied and distributed to parents.

It would be appreciated if you could alert your parents and students to the location of this policy and the translations.

### Contacts

Any queries regarding Special Provision should be directed to Ms Christine Byrt, on (03) 9811 6238 or fax (03) 9811 6244 or email: [byrt.christine.e@edumail.vic.gov.au](mailto:byrt.christine.e@edumail.vic.gov.au)

## VCE Review

### VCE Arts 2004–2007

The VCAA in conjunction with Visual Communication Victoria (VCV) and Art Education Victoria (AEV) will be conducting workshops for teachers to introduce the reaccredited Art, Studio Arts and Visual Communication and Design for implementation in 2004.

Workshop dates and locations were published in the July 2003 VCAA BULLETIN and in Memorandum to Schools No. 61/2003. For enquiries concerning the workshops please contact AEV on (03) 9349 5188, or VCV on (03) 9810 3119.

## Psychology Review

### Background

As reported in the June 2003 VCAA BULLETIN, the VCAA recently commissioned Deakin University to undertake comprehensive consultation with teachers of VCE Psychology on a revised draft study design.

Consultation with key stakeholders on the first draft study design occurred in August/September 2002. Subsequently, substantial changes were made to the draft study design and a further round of consultation was deemed to be appropriate.

### Context and Review

Individual VCE studies are periodically reviewed and redeveloped by the VCAA in accordance with published principles procedures and guidelines (see Supplement 1 to

the March 2003 VCE BULLETIN, No. 186). As part of that cyclical process the VCAA commenced the review of the Psychology study design in 2002. The Curriculum Committee of the VCAA identified two main aims in the review:

- (i) That Psychology remains within the broadly agreed approaches to scientific methodology, and covers broadly recognised scientific knowledge and skills.
- (ii) That the content of the study is up to date with recent developments in the discipline at a level appropriate to senior secondary students. All studies are benchmarked against national and international standards and review panels briefed to include contemporary issues and developments in research.

### Consultation findings

Deakin University was commissioned to undertake the second round of consultation in June 2003. The key findings were that:

- the reasons for the proposed changes to the study design were not clear to teachers
- the proposed changes were too extensive
- some of the content in the draft study design was pitched at a level beyond Years 11 and 12
- the draft did not give enough emphasis to the application of higher order thinking
- there was too much emphasis on the biological and physiological concepts and on research methods resulting in the removal of some popular topics
- reservations were expressed about the coherence of the course and the capacity of teachers to teach it.

Viewpoints within the profession were strongly held and polarised. On a number of questions about 50 per cent or the responses were in agreement and 50 per cent in disagreement.

### VCAA response

The VCAA in responding to the concerns of teachers expressed through consultation has considered the report of Deakin University and is in the process of further refining the draft study. This revised draft will incorporate the key findings of the consultation whilst maintaining adherence to the VCE Principles and Procedures. Given the extent and nature of consultation already undertaken, the VCAA will use an additional form of consultation in this final round of redevelopment. To ensure that the views of a representative sample of the profession are included, a random stratified sample of teachers located across the state will be contacted during August and invited to comment. The sample will be constructed to ensure representation of each sector and an appropriate city/regional/rural mix in accordance with the cohort of Psychology students across the state. The final study design will be approved by the VCAA and the VQA in November and will be available early 2004.

## VCE VET program update

### Accreditation extension – CISCO

The Certificates II and IV in Computer Systems, upon which the CISCO Network Academy program is based, have been extended until 31/12/2004. New students may enrol in the CISCO Network Academy program in 2004.

## VCE VET Building and Construction

### Print run error in program booklet

Schools/ RTO s are advised that there was a print run error in the production of the new VCE VET Building and Construction program booklet, distributed to schools at the end of Term 1. This print run error affected the page sequencing in a number of copies of the distributed booklets. If your school/RTO requires replacement or additional copies of the VCE VET Building and Construction Program Booklet please contact Lisa Burgess on (03) 9651 4427 or email: [burgess.lisa.t@edumail.vic.gov.au](mailto:burgess.lisa.t@edumail.vic.gov.au)

## VCE VET Equine Industry program

### Information briefing

An information briefing for teachers engaged in the delivery of the VCE VET Equine Industry program will be held on Thursday 21 August 2003 at the Novotel, Glen Waverley from 2.00–4.00 pm. The briefing will include important information on the Scored Assessment process in 2004.

To register, please contact Kate Rule on (03) 9651 4458 or [rule.catherine.e@edumail.vic.gov.au](mailto:rule.catherine.e@edumail.vic.gov.au)

## Scored Assessment

### Amendment to dates for indicative grades

Indicative grades for students undertaking Scored Assessment in VCE VET programs in 2003 are due by SIAR 3, Wednesday 15 October, 2003.

Schools should note that this amended date replaces the information contained in the 2003 Assessment Guides for the scored VCE VET programs.

### Assessment plans

Schools are reminded that for students undertaking Scored Assessment, the final date for Assessment Plans to be lodged on VASS is Friday 22 August, 2003.

Schools are referred to Supplement 2 to the May 2003 VCAA BULLETIN which contains Assessment Plan information and advice for the ten scored VCE VET programs.

## Support resource materials for VCE VET programs

Australian Training Products produces a range of materials to support the delivery of training packages. Many of these resource materials are available online through Toolboxes.

A Toolbox is a collection of web-based learning materials to assist the online delivery of qualifications from training packages. The website [flexiblelearning.net.au/toolbox](http://flexiblelearning.net.au/toolbox) provides previews of Toolbox products (so you can preview before you buy) and also includes a new website – VET Teachers in Schools.

There are more than 70 Toolboxes available in a range of industry areas including the following Toolboxes which have relevance for current VCE VET programs:

Toolbox Code	Training Package area	VCE VET Programs
304	Horticulture	Certificate II in Horticulture
409	Hospitality	Certificate II in Hospitality (Operations)
308	Laboratory Operations	Cert III in Laboratory Skills
212	Retail	Cert II in Retail Operations

A number of Toolboxes, not specifically aligned to Training Packages (Equity Toolboxes), are also available, providing for learners with literacy and numeracy needs.

Most Toolboxes cost less than \$400 and can be ordered from Australian Training Products, (03) 9655 0600, [sales@atpl.net.au](mailto:sales@atpl.net.au)

Further information on Toolboxes is available from Peter Robertson – Toolbox Champion, (03) 9254 3055, [probertson@kangan.edu.au](mailto:probertson@kangan.edu.au)

## Student Records and Results

### VCE Statement of Marks

A Statement of Marks/Inspection of Scripts application form for the June Examination period is included on page 16 of this VCAA BULLETIN. This form will also be available for download from VASS and the VCAA website.

Please note that the closing date for Inspection of Scripts applications for June examinations is Friday 17 October 2003.

### Second Language Applications 2004

Applications for enrolment in VCE LOTE Second Language Studies in Chinese, Indonesian, Japanese and Korean for 2004 should be submitted by **Friday 19 September 2003**.

All enrolments in VCE LOTE Second Language studies Units 3 and 4 must be approved by the VCAA. All students currently enrolled in VCE LOTE Second Language Studies in Chinese, Indonesian, Japanese and Korean Units 1 and 2

should submit applications for 2004 if their intention is to continue their studies at Unit 3 and 4 level.

Enrolment in VCE LOTE Second Language studies Units 1 and 2 does not need to be approved by the VCAA.

Home schools should ensure that students are informed of eligibility requirements and that the deadline for applications is met so that students are aware of their Second Language status at the beginning of the year.

Application forms may be found in the *VCE Administrative Handbook 2003*, pp. 168–179, or the website at <www.vcaa.vic.edu.au> in the official forms section. All three pages of the application form must be completed in full. **All supporting documentation must be in English or translated into English by a recognised translation authority.**

Information about Second Language enrolments may be found in the *VCE Administrative Handbook 2004*, pp. 36–39.

Contact for enquiries: (03) 9651 4402 or 1800 653 045

Facsimile: (03) 9651 4470.

Email: student.records@edumail.vic.gov.au

## Full-fee-paying overseas students

Second round invoices will be sent to schools on 5 August 2003 for students with outstanding fees and newly flagged full-fee-paying overseas students. Any students who have outstanding First Round Invoices will incur a late fee of \$29.20.

# School Assessment

## VCE Assessment

### VCE Assessment Reports (formerly Report for Teachers)

Individual study reports on Examinations, Coursework and School-assessed Tasks (2002 Graded Assessments) are published on the VCAA website <www.vcaa.vic.edu.au> for the use of teachers and students.

Teachers should note that these reports are only published on the website.

Statistical information is also available on the VCAA website at: [www.vcaa.vic.edu.au/vce/stats/index.htm](http://www.vcaa.vic.edu.au/vce/stats/index.htm)

Reports on the 2003 mid-year examinations are expected to be posted on the website in November.

### Procedures for school assessments subject to review by visitation

#### Important dates – SIAR 3

The school's initial assessments for SIAR 3 are to be reported via VASS to the VCAA on or before **Wednesday 15 October 2003**. Schools will be notified of the studies subject to review on the **School Status Report (SSR)** via email on **Monday 20**

**October 2003**. If a review is required at your school the particular date of visitation will be communicated via email on **Wednesday 22 October 2003**. Also, reviewers will phone/fax prior to the visit and communicate to the school the approximate time of arrival and to check details such as availability of the Visitation Liaison Person (VLP), location of the work and parking arrangements. The review by visitation of the School-assessed Tasks will occur during the period: **Monday 27 October – Monday 3 November**.

In some cases schools may be requested to be available on Wednesday 5 November or Thursday 6 November.

### Review of school assessments by visitation

Should your school's School-assessed Task/s in the following studies be required for review, VCAA appointed reviewers will visit the school.

#### Visual Arts

Art (AR03), Media (ME03), Studio Arts (SA03), Visual Communication and Design (VC03)

#### Technology

Design and Technology (DT03), Food and Technology (FY03), Systems and Technology (ST03)

### Initial information requested from schools

Schools need to provide the VCAA with particular information that ensures an effective visitation process. Schools are required to return the Visitation Information Response Sheet, (page 8) by facsimile (03 9811 6211) or mail, by Friday 12 September.

Please use a separate sheet for each study with a School-assessed Task that the school offers.

The following information is required for each study with a School-assessed Task:

#### Nature of student work

Students can work in a range of areas within a study (refer to the study design).

#### Visitation Liaison Person (VLP)

Only one person per school is to be identified as the VLP. This person **should not** be the classroom teacher of the study. The VCAA will assume that the VLP is the VCE Coordinator unless notified otherwise.

The VLP needs to carry out the following tasks on the day/s of review:

- student work is organised, where possible, in student number order as listed on the Study Record Form (SRF)
- that any developmental work is located with the final work, in the one location
- give reviewers the annotated SRF/s indicating if any student work is lost/stolen/damaged or otherwise unavailable and guide them to the student work
- where necessary the 'Lost/Stolen/Damaged' form (*VCE Administrative Handbook 2003*, page 202) should be faxed to the VCAA prior to the reviewers visit
- ensure the availability of a computer that can access VASS
- sign the 'Acknowledgement of Visitation' form which reviewers bring with them.

### *Dates suitable for visitation*

**All days within the specified period are considered viable by the VCAA for visitation review.** Schools should not omit student-free days from the list when asked for information on suitable dates. Only recognised public holidays and religious holidays could be considered unsuitable days for review. Note that the unavailability of the classroom teacher is not a suitable reason to omit a particular day for review.

### **Preparation required by the school just prior to review by visitation**

VASS will be used to collect visitation reviewer assessments online, i.e. reviewers will provide their assessments directly onto the VCAA database. Schools are assured that reviewers do not have access to any schools' records existing on the database. The VCAA asks all schools identified for review to allow the visitation reviewers to use VASS.

Schools are asked to make the following arrangements:

1. Provision is made for a computer that can access VASS for VCAA reviewers to use. It does not necessarily have to be the computer used by the VCE/VASS Coordinator but the computer to be made available must be checked by school personnel to ensure that it can access VASS. The location of this computer should be as close as possible to the venue in which reviewers will be asked to work in a school.
2. Ensure that the computer made available for the reviewers will not be affected by security measures instigated by the school to protect their servers or to prevent misuse of their system. This might mean temporary disabling of network logins, timing-out devices and screen saver passwords.
3. The computer provided for reviewers does not compete with the network usage made for students on a given day. Allowing the reviewers to be on the fastest available service that the school can provide would be appreciated.
4. Alert reviewers to any known issues regarding the school's Internet usage or to the way in which the local system/network works. Reviewers must be able to go about their work in confidential and secure surroundings. It is not possible for technical support or other school staff to be present during the review of work or the entry of scores at the school.

### **Preparation of work prior to visitation**

VCE/VASS coordinators and teachers should refer to *VCE Administrative Handbook 2003: Section 8.2, pages 63–68*. Using the set criteria for the School-assessed Tasks as given in the 2003 assessment guides, teachers are required to make an initial school assessment of the student work submitted. Assessment sheets are not to be included with student work but should be stored in a safe place. Schools are responsible for ensuring that all student work required for review is

available and accessible in a secure location on the day of visitation. Developmental and final work should be placed together in the one location. All student work must be available for review from 9.00 am on the scheduled day of review.

### **Documents required from VASS**

In VASS go to menu items RESULTS ADMINÆVCE reports to access these items.

- **identification sheet** must be attached to all items of student work and they must be clearly visible
- **SRF** must be annotated as required and made available for the reviewers on the day

### **Use of technology in student work**

It is the responsibility of the school and teacher/s to ensure that any relevant hardware and software is provided with the student work at the time of review.

Student work presented in electronic form, for assessment review during visitation must include appropriate access instructions. School-assessed Tasks that cannot be accessed will be assessed as NA until such time as the school or student is able to provide sufficient information and/or equipment to enable a full assessment to take place.

Teachers and students are advised to ensure that:

- adequate instructions are provided to indicate which sections of the work are to be accessed by computer, e.g. passwords and any other security measures
- the necessary hardware and software is available at the time of the review and set up to display the work appropriately without further intervention or instruction from the school
- all disks and associated material are clearly marked with the students' VCAA identification number/s.

### **Reviewer requirements on the day of visitation**

- Reviewers will arrive in schools at some time **between 9.00 am and 4.00 pm** on the designated day of visitation. It is probable that the reviewers have a number of schools to visit each day and they may request earlier or later access.
- The VLP should be available to meet the reviewers, hand them the SRF and show the reviewers to the location of student work.
- Reviewers will require unrestricted and confidential access to a computer that is capable of accessing VASS.
- School representatives must not disturb reviewers involved in the assessment of student work on the day of review. Further reference should be made to Supplement 1 to the March 2003 VCE BULLETIN, pages 5–8.

Any further information required or clarification of visitation procedures should be directed to Susan Meadows on (03) 9811 6236, or email: meadows.susan.s@edumail.vic.gov.au



## VISITATION INFORMATION RESPONSE SHEET

<b>To:</b>	<b>Susan Meadows</b>
<b>Organisation:</b>	Assessment Operations (School Assessment)
<b>Fax:</b>	<b>(03) 9811 6211</b>
<b>Phone:</b>	(03) 9811 6236
<b>Email:</b>	meadows.susan.s@edumail.vic.gov.au
<b>From:</b>	
<b>Phone:</b>	
<b>Date:</b>	
<b>Pages including cover:</b>	
<b>Subject:</b>	Visitation information – School-assessed Tasks

**School Name:** \_\_\_\_\_

**VCAA School Code:** \_\_\_\_\_

**VISITATION LIAISON PERSON (VLP)**

Please indicate the name and role of the VLP (e.g. Robin Smith, VCE Coordinator).

\_\_\_\_\_

*Tick as appropriate for each study*

<b>AR03</b>		<b>DT03</b>		<b>FY03</b>		<b>ME03</b>		<b>SA03</b>		<b>ST03</b>		<b>VC03</b>	
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**INFORMATION ABOUT THE STUDENT WORK**

If students intend to use a computer application (other than in the Microsoft Office Suite) in the completion of the task please indicate the **name** and **version** of the software application (e.g. Adobe Photoshop 5.5).

Please provide a brief overview of the nature of student work being undertaken for this task (e.g. 7 doing photography, 3 doing portraiture, 5 doing electronics, 6 doing multimedia).

\_\_\_\_\_

**DATES AVAILABLE FOR VISITATION REVIEW**

**Indicate a response for all dates; if NO, a reason must be supplied; a blank will be considered to be YES.**

Whilst it is expected schools will be available for all days they **must be available for at least 3 of the 5 days in the period 27 October to 31 October.**

Day	date	YES/NO	Reason if date not available
<b>Monday</b>	<b>27 October</b>		
<b>Tuesday</b>	<b>28 October</b>		
<b>Wednesday</b>	<b>29 October</b>		
<b>Thursday</b>	<b>30 October</b>		
<b>Friday</b>	<b>31 October</b>		

*If it became necessary to schedule the visit to the following days would your school be available*

Monday	3 November		
Wednesday	5 November		
Thursday	6 November		

**Principal's name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_

**Please complete and return this form by Friday 12 September 2003**

# Biology

## Changes to School-assessed Coursework

Effective from 1 January 2004 until December 31 2005

### Unit 3

#### Outcome 1

**Assessment Tasks:** The number of practical activities has been reduced from three to **two** of the following:

- a practical activity using microscopes to investigate a variety of cells
- a practical activity to investigate enzymes
- a practical activity to investigate movement of materials across a membrane.

#### Outcomes 2 and 3 remain unchanged

Marks allocated to Outcomes 1, 2 and 3 remain **unchanged**.

### Unit 4

#### Outcome 1

**Assessment Tasks:** The number of practical activities (2) remains the same but one practical activity is now **mandated**. The short presentation report (for example, poster, web page, report in multimedia format) or short research report task has been **deleted**.

The assessment tasks are:

A practical activity to investigate the structure and role of DNA

and **one** of the following:

- a practical activity to investigate Mendelian patterns of inheritance **or**
- a practical activity to investigate the manipulation of DNA.

#### Outcome 2

**Assessment Tasks:** The number of practical tasks has been reduced from two to **one** of the following:

- a practical activity to investigate the causes of variation in a population **or**
- a practical activity using first- or second-hand data to investigate changing allele frequencies in a population **and**

A short presentation report (for example, poster, web page, report in multimedia format) using data to analyse possible evolutionary relationships between groups and organisms **or** a short research report using data to analyse possible evolutionary relationships between groups and organisms remains **unchanged**.

For Unit 4, the allocation of marks to the task has **changed** as follows:

#### Outcome 1

Practical activity re structure and role of DNA	30 marks
Other practical activity	25 marks

#### Outcome 2

Practical activity	25 marks
Short representation report or short research report	20 marks
<b>Total</b>	<b>100 marks</b>

Consequential changes to the study design:

- School-assessed Coursework, page 25  
Paragraph 5 would now read 'The School-assessed Coursework in Biology includes assessment of practical work. At least **four** practical exercises should be completed for Unit 3, at least one of which should be the student's own design. Students should maintain their own record of practical work, including a clear, concise report of each experiment.'
- School-assessed Coursework, page 32  
Paragraph 1 would now read 'The School-assessed Coursework in Biology includes assessment of practical work. At least three practical exercises should be completed for Unit 4. Students should maintain their own record of practical work, including a clear, concise report of each experiment.'

## Classical Societies and Cultures

### Prescribed Texts 2004

#### Greek

Homer, *Iliad* Book 22

either translated by Richmond Lattimore, Chicago University Press  
or Martin Hammond, Penguin Classics

Sophocles, *Oedipus*

either translated by Robert Fagles in *The Theban Plays*, Penguin Classics

or

David Grene in *Sophocles* Vol. 1 or

*Greek Tragedies* 1 ed. by Grene & Lattimore, Chicago University Press

Aristophanes, *The Frogs*

translated by David Barrett in *The Wasps, the Poet and the Women, The Frogs*, Penguin Classics

Plato, *Crito*

translated by Hugh Tredennick in *The Last Days of Socrates*, Penguin Classics

Greek Temple Architecture and Architectural Sculpture  
The Parthenon  
Temple of Athene Nike  
Temple of Apollo at Bassae  
in *A Handbook of Greek Art* by Gisela Richter, Phaidon,  
London, first published 1957

## Roman

Virgil, *Aeneid Book 2*  
either translated by Robert Fitzgerald, Harvill  
or C Day Lewis, Oxford World Classics  
or David West, Penguin Classics

Seneca, **Phaedra**  
in *Four Tragedies and Octavia* translated Watling, Penguin  
Classics

Juvenal, *Satires* 1, 6, 10, translated by Peter Green in  
*Roman Poets of the Early Empire*, Penguin Classics

Tacitus, *Annals – Nero and his Helpers*  
translated Michael Grant, Penguin Classics Chapter 12

## Roman Art

### Mosaics

The following works are to be studied:

The Battle of Issus  
Theatre players  
Death and the wheel of necessity  
Marine fauna  
Street musicians (all in Naples museum)  
Small hunt  
Ladies in bikinis  
Odysseus and Polyphemus (all from Piazza Armerina)  
Nilotic scene from Praeneste  
Theatre masks from the Capitoline Museum  
Venus Anadyomene from Ostia  
Neptune from Ostia  
Aeneas and Dido from Low Ham, Britain

The Classical Association of Victoria – Teachers Wing  
will provide advice to teachers about resources for the mosaics.

# Design and Technology

## Design and Technology Electronic Mailing List

**A** Design and Technology Electronic Mailing List is now  
operational. Design and Technology teachers wishing  
to exchange information about resources, exhibitions,  
professional development and so on may subscribe by going  
to [www.fhc.vic.edu.au/lists](http://www.fhc.vic.edu.au/lists)

Click on 'subscribe to a list' and fill in the form, ensuring  
the 'Design and Technology' list is selected. There is a feature  
that allows subscribers to view all messages as a newsgroup  
or a threaded discussion.

# Literature

## Changes to VCE Literature for 2004 and VCE Literature Text List 2004

**A** change to the Units 3 and 4 VCE Literature Study Design  
was approved at the June meeting of the Board of the  
VCAA. The VCE Literature Text Selection Panel and the  
Examination Setting Panel have requested more flexibility in  
the selection of poems from each poet. Consequently, with  
effect from 1 January 2004 the compulsory study of poems  
for Units 3 and 4 as specified in bullet point 3 on page 21 of  
the VCE Literature Study Design will be amended to read as  
follows:

**Ten to fifteen poems by a poet or poets from List A  
and/or ten to fifteen poems by a poet from List B as  
published annually in the VCAA BULLETIN.**

**(To allow comparability in the coverage and depth of  
study of a poet, the number of poems varies between ten  
and fifteen.)**

This change will be effective until the accreditation period  
of the study expires on 31 December 2005.

The 2004 List B poetry selection as published in  
Supplement 1 to the February 2003 VCE BULLETIN, No. 185  
is now amended to read as follows:

## Poetry

(An asterik indicates poems added to the original list.)

Note: 1. Each poem listed for a poet must be studied.  
2. Teachers should note that in the case of longer  
poems, extracts from a poem may be used in the  
examination.

### **The Riverside Chaucer, Oxford University Press, 1988**

Either The General Prologue or The Wife of Bath's Prologue  
and Tale (2)

### **Blake, William Selected Poetry, Penguin, 1988 (3)**

The Little Black Boy  
Holy Thursday (Songs of Innocence) (p. 27)  
The Chimney Sweeper (Songs of Innocence) (p. 28)  
The Fly  
The Tyger  
A Poison Tree  
The School Boy  
London  
The Chimney Sweeper (Songs of Experience) (p. 50)  
The Smile  
Auguries of Innocence  
'And did those feet in ancient time'  
\*Introduction: Piping down the valleys wild  
\*Introduction: Hear the voice of the Bard

**Forbes, John *Collected Poems*, Brandl & Schlessinger, 2001****(A) (1)**

poem  
 Antipodean Heads  
 Speed, a Pastoral  
 Europe: a guide for Ken Searle  
 Death an Ode  
 Love Poem (p. 158)  
 Police Elegy  
 On Tiepolo's *Banquet of Cleopatra*  
 Anzac Day  
 3 songs for Charles Darwin  
 \*Ode on the Beach: A Bicentennial Poem  
 \*Ode to Karl Marx  
 \*Going North

**Gray, Robert *New Selected Poems*, Duffy and Snellgrove, 1998 (A) (3)**

North Coast Town  
 The Estates  
 Walking in an American Wood  
 The Canoe  
 A Country Town  
 Diptych  
 Curriculum Vitae  
 A Garden Shed  
 Currawongs  
 The Circus  
 Impromptus (p. 274)

**Harwood, Gwen *Selected Poems* Penguin, 2001 (A)**

In the Park  
 Suburban Sonnet  
 Littoral  
 The Violets  
 Father and Child  
 The Sea Anemones  
 The Secret Life of Frogs  
 Mother Who Gave Me Life  
 The Lion's Bride  
 Class of 1927  
 Night and Dreams

**Shakespeare, William *Sonnets*, The Pelican Shakespeare, 1985 (1)**

\*12 When I doe count the clock that tells the time  
 18 Shall I compare thee to a Summers day?  
 35 No more bee greev'd at that which thou hast done  
 65 Since brasse, nor stone, nor earth, nor boundless sea  
 73 That time of yeeare thou maist in me behold  
 94 They that have powre to hurt, and will doe none  
 104 To me faire friend you never can be old  
 \*110 Alas 'tis true, I have gone here and there  
 116 Let me not to the marriage of true mindes  
 129 Th'expençe of Spirit in a waste of shame  
 130 My Mistres eyes are nothing like the Sunne  
 138 When my love swears that she is made of truth

**Rich, Adrienne *The Fact of a Doorframe*, W W Norton & Co., 2002 (1)**

Storm Warnings  
 Aunt Jennifer's Tigers  
 The Knight  
 Necessities of Life  
 Diving into the Wreck  
 White Night (N.B. First line: Light at a window. Someone up.)  
 Snapshots of a Daughter-in-Law  
 Twenty-one Love Poems 1 and 21  
 North American Time  
 Integrity

**Yeats, W B *Selected Poems*, Penguin, 2000 (1)**

When You are Old  
 The Song of Wandering Aengus  
 The Wild Swans at Coole  
 Easter 1916  
 On a Political Prisoner  
 The Second Coming  
 A Prayer for my Daughter  
 Sailing for Byzantium  
 Meditations in Time of Civil War  
 Long-legged Fly  
 \*Among School Children  
 \*An Irish Airman Foresees his Death  
 \*At Galway Races

## Mathematics

### Mathematical Methods, Mathematical Methods (CAS) pilot and Specialist Mathematics

#### Examination instruction 2003

In 2003, Mathematical Methods, Mathematical Methods (CAS) pilot and Specialist Mathematics Examination 1 Part II (short-answer questions) and Examination 2 (extended-answer questions), the following statement will be included in the instructions for students, and should be drawn to their attention:

- In questions where more than 1 mark is available, appropriate working must be shown.

This instruction requires students to include appropriate working for which they may gain marks that would otherwise not be awarded if only an incorrect answer was given (no working is required for a 1-mark question). The available marks indicate the extent of working required, and this working should reflect the process by which a student obtained their answer. In general, this would include formulation or presentation of a suitable expression, diagram, graph or equation to be evaluated, manipulated or solved, and relevant evaluation, manipulation or solution of these as applicable.

Students are not required to provide keystrokes for calculator computations, evaluations or manipulations and the like, but should record the expression evaluated or manipulated, graph drawn, or equation solved as applicable to obtaining their answer. Teachers should continue to provide their normal advice to students with respect to appropriate working, informed by the examiners comments in the examination *Assessment Reports* from 2000, 2001 and 2002, which can be accessed from the VCAA website at <[www.vcaa.vic.edu.au/VCE/Assessment/AssessReports/assessReports.htm](http://www.vcaa.vic.edu.au/VCE/Assessment/AssessReports/assessReports.htm)> and study advice published in VCE/VCAA BULLETIN 2000–2003 and on the VCAA website.

This instruction does not apply to Further Mathematics Examination 1 (all multiple-choice items) or to Further Mathematics Examination 2 due to the particular structure and format of these examinations. However, teachers of Further Mathematics should continue to advise students to include appropriate working as applicable.

For any inquiries please contact Ms Kris Allen, Project Manager, VCE Assessment, Examinations Unit, at telephone (03) 9651 4343 or email: [allen.kris.m@edumail.vic.gov.au](mailto:allen.kris.m@edumail.vic.gov.au)

## Systems and Technology and Physics

### Table of electronic symbols

In response to requests from teachers the VCAA has produced a table of commonly used electronic symbols. Practising teachers have provided advice in the selection of recommended and alternative symbols that appear in the table. Students may expect to see either the recommended or alternative symbols on the Physics and Systems and Technology examination papers. Teachers and students are likely to encounter the symbols shown in the table and other symbols in other publications. Teachers are encouraged to ensure students are flexible in their understanding and recognition of electronic symbols.

The table of electronic symbols may be downloaded from the VCAA website from the relevant VCE study pages:

[www.vcaa.vic.edu.au/VCE/STUDIES/tech/systems.htm](http://www.vcaa.vic.edu.au/VCE/STUDIES/tech/systems.htm)

[www.vcaa.vic.edu.au/VCE/STUDIES/science/physics.htm](http://www.vcaa.vic.edu.au/VCE/STUDIES/science/physics.htm)

From the table, individual symbols may be selected, cut or copied and pasted into other documents and may assist teachers in the preparation of tests, revision sheets and drawing circuit diagrams.

Enquiries regarding the table should be directed to:

Technology Manager, Lorraine Tran (03) 9651 4407 or [tran.lorraine.i@edumail.vic.gov.au](mailto:tran.lorraine.i@edumail.vic.gov.au)

Science Manager, Neil Champion (03) 9651 4655 or [champion.neil.d@edumail.vic.gov.au](mailto:champion.neil.d@edumail.vic.gov.au)

## Notices

### VCAA Plain English Speaking Award

Due to the high number of students entering the VCAA Plain English Speaking Award, we have increased the number of regional finals from 15 to 18 to ensure that each group of students consists of no more than ten. These finals are now taking place around Victoria and the feedback from the judges is very positive. They report on the high standard of the prepared speeches, the range of topics covered and the degree of sincerity with which these young people deliver their speeches. The impromptu speech is proving to be very challenging and teachers who are considering entering students in the VCAA Plain English Speaking Award next year would be advised to refer to the impromptu advice on the VCAA website: [www.vcaa.vic.edu.au/awards/plainEng/htm](http://www.vcaa.vic.edu.au/awards/plainEng/htm)

We now look forward to the state semifinal and state final on 4 and 5 August. The state finalist will not have to go far to the national final this year as it is Victoria's turn to host it. The date for this is 18 August and we would welcome any teachers and students on that day. Contact Information Services on (03) 9651 4544 if you are interested. Alternatively, email: [information.services.vcaa@edumail.vic.gov.au](mailto:information.services.vcaa@edumail.vic.gov.au)

### Reserve Bank of Australia: website survey

The Reserve Bank website at <[www.rba.gov.au](http://www.rba.gov.au)> provides visitors with information about the Bank and its functions, and particularly, its conduct of monetary policy. The material on the site is intended for use by a wide-ranging audience, including teachers and students.

Feedback from various audiences is important in ensuring the site has current information, which meets current needs. The Reserve Bank would especially appreciate the participation of Economics teachers in a survey, which will help it measure demand for information in different media and, importantly, tell the Bank how its website is being used and how it can be improved.

You can access the survey at <[www.rba.gov.au/Education/education\\_survey.html](http://www.rba.gov.au/Education/education_survey.html)> and submit your responses electronically.

The Reserve Bank has recently added a button to the homepage designated 'Education', which is intended to make access easier to existing material of particular relevance to senior school students.

While you are on the site, you can join the Reserve Bank's free email service that will let you know when RBA information is published on the site. Register for the service by going to [www.rba.gov.au/EmailService/](http://www.rba.gov.au/EmailService/)

## VCE Achiever



VCE  
ACHIEVER

*The VCE Achiever Awards highlight the achievements of VCE students, who, during an already demanding period of their lives, take a leadership role in their school and in their local community and provide a role model for others. They actively participate in community activities such as volunteer work, fundraising, public speaking, and supporting local activities such as the arts, preservation of the environment, assisting the disadvantaged, media and sporting events.*

*Those wishing to apply should fill out an application form and provide a CV (3 pages maximum) listing their achievements during their VCE. Students can also attach media cuttings and letters of commendation but are asked to keep these to a minimum. All applications need to be endorsed by the Principal.*

*For more information on the VCE Achiever Awards, contact the coordinator, Vera Hemkes, on (03) 9651 4557 or visit the VCAA website at: [www.vcaa.vic.edu.au/vce/achiever/achiever.htm](http://www.vcaa.vic.edu.au/vce/achiever/achiever.htm)*

With talents ranging from debating to fundraising, public speaking to sport, there was no one more suited to being the July VCAA Achiever than Ann Boyapati from MacRobertson Girls High School.

Ann lives by the motto of 'making it happen' rather than 'letting it happen'. This is proven by her initiative and involvement with various activities.

She has been involved in the SRC for five years. As School Captain, she conducts fortnightly meetings with class captains

to develop strategies on how students can work with and contribute to the local community.

Ann was nominated to attend the Future Leaders Conference held at the University of Melbourne and represented Australia at the Global Young Leaders Conference in Washington DC and New York City in 2002.

Television is another avenue Ann has explored. When selected on a panel of six students from Australia and the USA to interview the Prime Minister of Australia, John Howard, Ann was the MC for the show screened on Fly TV. An ABC program, *New Dimensions with George Negus*, filmed a story involving students from around Australia which was screened late in July. Ann's story proved that 'gifted' individuals are not necessarily 'nerds', but may be involved in many extracurricular activities.

Public speaking and debating are also one of Ann's talents. In this year's Lions Youth of the Year Quest, Ann was the winner of the Best Public Speaker Award in the District level, later becoming the State Winner and a National Finalist.

In addition, Ann has been winner of several Best Speaker awards in the DAV Schools Competition 2001–2003, a member of the State Debating team in 2002, finalist in the State Finals of the 'Talking up Science Competition' at the Great Australian Science Show 2001/02 and represented her school in Youth Parliament in 2000.

Sport is another extracurricular activity of Ann's. Involvement in table tennis, cricket, basketball and netball contributed to her being awarded the Australian Fitness Education Award by the Australian Council for Health, Physical Education and Recreation in 2001 and 2002.

Professor Kwong Lee Dow commended Ann's contributions. 'Ann deserves to be the VCAA Achiever for July. She is a very motivated, confident and passionate individual who wants to help less fortunate individuals – and with her determination, she will succeed.'



## Tran is still the community man

By Kathie Kambouropoulos

This time last year, Tran Siu, was giving his final VCE year his best shot. Apart from the usual demands of Year 12, the former Sunshine College student had established a range of social outlets for young people in the Sunshine area through his work with the Brimbank Council Youth Advisory Committee, and spent each weekend coordinating activities for people with disabilities at the West Sunshine Community Centre through Boccia Victoria.

He had also become president of the Student Leadership Forum at Sunshine College, deputy state executive for the Victorian Secondary Student Network for Western Metropolitan Region, and participated in the Victorian Peer Support Foundation for VCE students.

Mr Siu won the 2002 Sunshine Lions Club Youth of the Year Quest, represented Victoria at the National Youth Science Forum in Canberra and was a Youth Week Ambassador, raising funds for charities such as Amnesty International and the Australian Red Cross.

It comes as no surprise then that the 18-year-old, whose commitment to improving recreational opportunities for youth also received the 2002 VCE Achiever Award at a ceremony at Parliament House in November.

This year, he is studying a Bachelor of Business in Economics and Finance and working as a home loan manager for a broker company.

He also works at an electorate office for the Member for Melbourne West Province Sang Nguyen in Sunshine who he had met during the awards, and has set up the Western United Collective – a youth body that manages recreational activities such as leadership camps for young people in Melbourne's west.

Mr Siu said the VCE Achiever Award has given him a whole new world of opportunities and the key to a variety of paths.

More success came for Mr Siu when he was recognised by Brimbank City Council for his community work, winning the Young Citizen of the Year on Australia Day. He also won the Outstanding Achievement in Sports Award from the Vietnamese Community of Australia.

'Winning the 2002 VCE Achiever Award has helped me achieve a lot,' he said. 'The networking and publicity has given me the chance to meet people in the community, guest speak at schools and work with Sang Nguyen (the Member for Melbourne West Province). If I didn't take part in the awards I wouldn't be in the position I am now.'



Tran Siu (second from right) meets with youths from the Sunshine area as part of his role on Brimbank Council's Youth Advisory Committee.

The VCE Achiever Awards recognise the efforts of VCE students in their school and community through a range of activities. The awards are in their sixth year with the overall winner receiving a notebook computer sponsored by IBM Australia, while monthly winners are awarded a certificate and medallion.

VCAA chairman Professor Kwong Lee Dow said the awards were valuable to students who had given immense commitment to the community and their school life.

'VCE students often view their involvement in community activities as a way of life without necessarily accrediting the importance of the work they do,' he said.

'The VCAA instigated these awards to commend VCE students' initiatives and the positive role model they provide to their peers.

'Tran embodies the spirit of these awards. His commitment to providing greater recreational choices for youth in Sunshine saw him win the prize of a notebook computer in 2002. The VCAA is delighted to play a part in recognising these students.'

Professor Lee Dow called for more students to be nominated in this year's awards, which have so far included: Peter – Blackburn High School (March), Nakita – Kaniva College (April), Geraldine – Mount St Joseph's Girls College, Altona (May) and Phillip – Whitefriars College (June).

'There's still time to get nominations in,' Professor Lee Dow said. 'We encourage secondary schools in the government, independent and Catholic sectors to nominate their VCE students for these awards and recognise their dedication to community work during their VCE years.'

**Written nominations** should be addressed to Vera Hemkes, VCAA, 41 St Andrews Place, East Melbourne 3002. An application form, endorsed by the school principal, needs to be included with nominations. Monthly entries close on the following dates: 30 June, 31 July, 31 August, and 30 September.

**Application forms** can be accessed via the VCAA website at: [www.vcaa.vic.edu.au/VCE/achiever/VCE\\_Achiever\\_Form.pdf](http://www.vcaa.vic.edu.au/VCE/achiever/VCE_Achiever_Form.pdf)

## VCAL update

### VCAL Accreditation Document Revision

The Victorian Qualifications Authority (VQA) was recently made aware of printing errors in the *VCAL Accreditation Document*, print version 2 April 2003, which was included in the materials given to prospective VCAL providers at the May VCAL Information Workshops and published on the VQA website.

The VQA has taken immediate steps to correct the website version and has sent a replacement page to all VCAL providers.

Please note that the table in Part B: Qualification Information on page 8 of the VCAL Accreditation Document should read as follows:

1. In the Work Related Skills Strand, Senior level curriculum should read:
  - VCE Units 3, 4
  - FE and/or VET at Cert II/III level
  - VCE VET Units 3, 4
  - VCAL Senior Unit.
2. In the Personal Development Skills Strand for each level, the reference is to 'VCE Units'.

VCAL providers that have not received the replacement page should print the updated page 8 of Part B: Qualification Information from the online VCAL Accreditation Document at <[www.vqa.vic.gov.au/vqa/pdfs/VCALAccredDoc.pdf](http://www.vqa.vic.gov.au/vqa/pdfs/VCALAccredDoc.pdf)> and insert in your hard copy of the publication.

### VCAL Accreditation

Meetings of the respective panels to finalise the new VCAL Work Related Skills (WRS) units and the VCAL Senior Extension accreditation were successfully held on Monday 21 July 2003. The accreditation submissions have been forwarded to the VQA Quality Assurance Unit for formal consideration. The VQA will provide advice to all VCAL and VCE providers on the accreditation of the new VCAL units in due course.

### VCAL Implementation 2004

The Minister recently approved 58 government schools and 19 Catholic schools as additional providers to deliver VCAL in 2004. This follows the expression of interest process conducted by the VQA for government schools and a similar process undertaken by the Catholic Education Commission of Victoria for Catholic schools.

A letter of invitation to implement VCAL has been sent to the government schools. New VCAL providers will be added to the list on the VQA website at <[www.vqa.vic.gov.au](http://www.vqa.vic.gov.au)> in due course.

Induction workshops will be held in early November 2003 for new VCAL providers.

### Credit for training undertaken prior to 2003

Schools with VCAL students wishing to claim credit for Vocational Education and Training certificates or Further Education courses undertaken prior to 2003 can apply to the VCAA using the Block Credit application available from the VCAA website: [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)



## Application for Statement of Marks & Inspection of Examination Scripts June examinations

**VCAA Privacy Statement**  
 The Victorian Curriculum and Assessment Authority (VCAA) is a statutory authority established under the *Victorian Curriculum and Assessment Authority Act 2000*. The VCAA is committed to protecting all personal information collected and handling this data in accordance with the *Information Privacy Act 2000*. All of the information we collect from you will be kept secure and confidential.

STUDENT NAME \_\_\_\_\_

STUDENT ADDRESS \_\_\_\_\_

STUDENT NUMBER

► **STEP 1: Make your choice**  
 Please indicate which service/s you require by marking the appropriate box/es below with a cross.

Study	Statement of Marks		Inspection of Examination script	
			at your school	at the VCAA
Accounting	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Biology	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Chemistry	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Environmental Science	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Physics	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Psychology	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

► **STEP 2: Signature** **Closing date for Inspection of Scripts is Friday 17 October 2003**  
 The student must sign here:

\_\_\_\_\_

Student's signature
Contact phone number
Date

For inspection of an exam script at your school, your Principal must sign here:

\_\_\_\_\_

Please print school name
Principal's signature
Date

► **STEP 3: Payment**

Number of Statements requested \_\_\_\_\_ at \$8 each \$ \_\_\_\_\_

Number of Inspections requested at the VCAA \_\_\_\_\_ at \$8 each \$ \_\_\_\_\_

Number of Inspections requested at school \_\_\_\_\_ at \$16.90 each \$ \_\_\_\_\_

\$30.75 \$ \_\_\_\_\_ (late fee)

Total Payment \$ \_\_\_\_\_ (GST exempt)

► **STEP 4: Payment details** 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.  
 Applications cannot be processed until payment is processed.

Here is my payment for the amount of \$ \_\_\_\_\_ Cheque or Money order (payable to the VCAA)

Bank Card Visa Card Master Card Card No. \_\_\_\_\_

Cardholder's Name: (Mr/Mrs/Ms/Miss) \_\_\_\_\_  

First Name
Initial
Family name

Cardholder's signature \_\_\_\_\_ Expiry date \_\_\_\_\_

Telephone: Work \_\_\_\_\_ Private \_\_\_\_\_ Mobile \_\_\_\_\_

► **STEP 5: Return this form with payment to the Student Records and Results Unit: VCAA, 41 St Andrews Place, East Melbourne 3002 no later than **Friday 13 February 2004**. A late fee of \$30.75 per application is required for Statements of Marks and Study Scores for applications received after 13 February 2004. Closing date for late applications is **Friday 19 March 2004**. No applications will be processed after this date. There is no provision for late applications for Inspection of Scripts.**

## Top Arts: VCE 2003 VCE Art and Studio Arts National Gallery of Victoria

### Application Form

Applications are invited for the Top Arts: VCE 2003 exhibition to be held at the Ian Potter Centre: NGV Australia at Federation Square in March as part of the VCE Season of Excellence 2004.

### Eligibility

VCE Art and Studio Arts students who are likely to receive A or A+ are encouraged to apply.

VCE Art students may submit photographs of up to 5 works that represent the resolution of the student's ideas as represented in their body of work.

Short-listed art students will be required to deliver artworks and support material from the body of work for final selection in early December 2003.

VCE Studio Arts students may submit up to 5 photographs of works selected from the folio that represent the resolution of the aims outlined in their work brief.

Short-listed studio arts students will be required to deliver both SAT 1 design process and SAT 2 for final selection in early December 2003.

### Copyright clearance and screen-based works

Works submitted to Top Arts that do not have copyright clearance in regards to the use of non-original material cannot be considered for exhibition. This includes sound or visual clips. While works submitted for assessment do not contravene copyright legislation, once they are displayed in the public domain their legal status changes. Applicants should seek clearance of all non-original material used. If works are short-listed, evidence of copyright clearance will be requested. **Guidelines can be found at: [www.vcaa.vic.edu.au/VCE/excellence/](http://www.vcaa.vic.edu.au/VCE/excellence/)**

### Photographing your work

A successful application relies on you presenting the best possible image of your work. Tips for taking photographs of your work can be found at:

[www.ngv.vic.gov.au/toparts](http://www.ngv.vic.gov.au/toparts) or [www.vcaa.vic.edu.au/VCE/excellence/](http://www.vcaa.vic.edu.au/VCE/excellence/)

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**SEND TO:** Top Arts  
National Gallery of Victoria  
P.O. Box 7259  
Melbourne 8004  
Tel: 9208 0435

**Deadline: 5pm Thursday 23 October 2003**

#### Privacy Statement

We collect and handle all your personal information in order to process your application to participate in the Season of Excellence. It will be kept secure and only used in relation to the selection of work for Top Arts.

**DEADLINE: 5 pm Thursday 23 October**

*NOTE: Works cannot be submitted by email or in slides*

Please turn over 





## Application for Top Designs 2004/Top Screen 2004 Melbourne Museum/Australian Centre for the Moving Image

Students and teachers are invited to nominate School-assessed Tasks which they believe are likely to receive very high marks, and which students are willing to make available for exhibition and/or screening in 2003 as part of Top Designs and/or Top Screen in March/April in the VCE Season of Excellence 2004.

1. Please place completed forms (one per work) in an A4 plastic sleeve. **PLEASE COMPLETE IN BLOCK LETTERS**
2. Please include a copy of the video, audio tape, CD-ROM or colour photocopies/photos of a **SAMPLE** range of photography or print layouts and **DESIGN PLAN. Maximum of 10 pages. Do not send ORIGINAL DESIGN PLAN OR ORIGINAL WORKS.** If images have been digitally created you may be asked to submit them in a high-resolution format on disk if **short-listed**.
3. Please include a **stamped** self-addressed DL envelope with the student's home address for notification of outcome.
4. Make sure all photographs, photocopies, videos, CD-ROM, covers, copies etc. are clearly named to avoid loss.
5. Tips for taking photographs can be found at: [www.vcaa.vic.edu.au/VCE/excellence](http://www.vcaa.vic.edu.au/VCE/excellence)
6. Photos/photocopies/CD-ROMs/disks/videos will not be returned. **Please name all material clearly.**

### PRIVACY STATEMENT

We collect and handle all your personal information in order to process your application to participate in the VCE Season of Excellence. It will be kept secure and only used in relation to the selection of work for the VCE Season of Excellence.

### SEND OR DELIVER TO:

Season of Excellence  
VCAA, 41 St Andrews Place, East Melbourne 3002  
Telephone (03) 9651 4544

**DEADLINE: 5 PM THURSDAY 23 OCTOBER 2003**

Late applications cannot be accepted due to early short-listing.

School:  Government  Catholic  Independent

BLOCK LETTERS	Student information <input type="checkbox"/> Male <input type="checkbox"/> Female		Teacher information	
	Name _____		Name _____	
	Address _____		School _____	
	Postcode _____		Address _____	
	Student No. _____		Postcode _____	
Phone (H) _____ (MOB) _____		Phone (H) _____ (FAX) _____		

### School-assessed Task information:

Title to be used in catalogue/exhibition label: \_\_\_\_\_

Medium: Super VHS  VHS  Super 8 film  Photography   
 Audio  Slide-tape  Print layout  Multimedia  Other

Other (please give details) \_\_\_\_\_

Length (if applicable): \_\_\_\_\_ (mins) Computer program: \_\_\_\_\_

Have you secured copyright clearance on any non-original material used?  Yes  No  Pending

Any special procedures/techniques used? \_\_\_\_\_

Description/theme \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Application for Top Designs 2004 Melbourne Museum – March 2004

Students and teachers are invited to nominate Technology projects which they believe are likely to receive a high mark, and which students are willing to make available for exhibition in 2004 as part of the VCE Season of Excellence 2004.

Initially, a photograph/s are required, accompanied by up to six PHOTOCOPIED PAGES (Note: Six pages **maximum**) from the folio which must include **one page** of EACH of the following: design brief, criteria for evaluation, notes and ideas/design options and evaluation report. **DO NOT SEND ORIGINAL FOLIO PAGES.**

If the work is short-listed, the original folio will be called in, and then the product (except for Food and Technology), as both are considered for the selection process. Folios may be required to be edited by applicant if short-listed.

1. Please place completed forms (one per work) in an A4 plastic sleeve. **PLEASE USE BLOCK LETTERS**
2. Include **photograph/s** of each piece. Do not use paper clips or glue as this damages photographs if required for catalogue.
3. If images have been digitally created you may be asked to submit them in a high-resolution format on disk **if short-listed**.
5. Please include a **stamped** self-addressed DL envelope with the student's home address for notification of outcome.
6. Photographs will not be returned. Tips for taking photographs can be found at: [www.vcaa.vic.edu.au/VCE/excellence](http://www.vcaa.vic.edu.au/VCE/excellence)

### PRIVACY STATEMENT

We collect and handle all your personal information in order to process your application to participate in the VCE Season of Excellence. It will be kept secure and only used in relation to the selection of work for the VCE Season of Excellence.

### SEND OR DELIVER TO:

Season of Excellence  
VCAA, 41 St Andrews Place, East Melbourne 3002  
Telephone (03) 9651 4544

**DEADLINE: 5 PM THURSDAY 23 OCTOBER 2003**

Late applications cannot be accepted due to early short-listing.

School:  Government  Catholic  Independent

<b>PLEASE USE BLOCK LETTERS</b>	Student information <input type="checkbox"/> Male <input type="checkbox"/> Female	Teacher information
	Name _____	Name _____
	Address _____	School _____
	Postcode _____	Address _____
	Student No. _____	Postcode _____
	Phone (H) _____	Phone ( ) _____
	Mobile _____	Fax ( ) _____
	Email _____	Email _____
Description of work: Study <input type="checkbox"/> Design and Technology <input type="checkbox"/> Food and Technology <input type="checkbox"/> Systems and Technology		
Title/description (This will be used in the catalogue/exhibition label) _____		
Materials used: _____		
Processes used: _____		
Dimensions in centimetres: _____ height x _____ width x _____ depth (If applicable)		
Or clothing size _____ <b>SIZE OF FOLIO:</b> <input type="checkbox"/> A2 <input type="checkbox"/> A3 <input type="checkbox"/> A4 Other _____ x _____ centimetres		



## Application for Top Designs 2004 Melbourne Museum – March 2004

Students and teachers are invited to submit final presentation/s prepared in Units 3 and 4 which are likely to receive a very high mark and which students are willing to make available for exhibition.

In the first instance, a colour photograph/s of the final presentation/s is required, and if possible, please include up to 5 pages (**maximum 5 only**) of **photocopied** folio pages (NOT ORIGINAL FOLIO). The complete folio demonstrating the selection and refinement of developmental works and the final presentation/s will be requested if student is short-listed.

1. Please place completed forms (one per work) in A4 plastic sleeve/s. Use separate sheets if you are submitting both Units.
2. Include a photograph/s of each piece. Do not use paper clips or glue as this damages images if required for catalogue. If images have been digitally created you may be asked to submit them in a high-resolution format on disk if short-listed.
3. For information on how to photograph your work please consult: [www.vcaa.vic.edu.au/VCE/excellence](http://www.vcaa.vic.edu.au/VCE/excellence)
4. Please include a **stamped** self-addressed DL envelope with the student's home address for notification of outcome.
5. If work incorporates multimedia a sample of hard copy and CD-ROM/s should be submitted, clearly named.
6. Photographs/photocopies/CD-ROMs will not be returned.

### PRIVACY STATEMENT

We collect and handle all your personal information in order to process your application to participate in the VCE Season of Excellence. It will be kept secure and only used in relation to the selection of work for the VCE Season of Excellence.

### SEND OR DELIVER TO:

Season of Excellence  
VCAA, 41 St Andrews Place, East Melbourne 3002  
Telephone (03) 9651 4544

**DEADLINE: 5 PM THURSDAY 23 OCTOBER 2003**  
Late applications cannot be accepted due to early short-listing.

School:  Government  Catholic  Independent

<b>PLEASE USE BLOCK LETTERS</b>	Student information <input type="checkbox"/> Male <input type="checkbox"/> Female	Teacher information
	Name _____	Name _____
	Address _____	School _____
	_____ Postcode _____	Address _____
	Student No. _____	_____ Postcode _____
	Phone (H) _____	Phone ( ) _____
	Mobile _____	Fax ( ) _____
<p><b>Unit 3: Outcome 1: Final presentation (please use separate form if submitting both Unit 3 and Unit 4)</b></p> <p>Communication Need/s _____</p> <p>Media, materials, production processes and software used: _____</p> <p>_____</p>		
<p><b>Unit 4: Designing to a Brief: Final presentations (Please use separate form if submitting both Unit 3 and Unit 4)</b></p> <p>CLIENT: _____</p> <p>PRESENTATION 1. _____</p> <p>Please list all media, materials, production systems and software used: _____</p> <p>_____</p> <p>PRESENTATION 2. _____</p> <p>Media, materials, techniques, production systems, software, if used: _____</p> <p>_____</p>		







# VCE Season of Excellence 2004

## Expression of Interest

### Media: Top Designs/Top Screen Selection Panel

**VCAA PRIVACY STATEMENT**

The Victorian Curriculum and Assessment Authority (VCAA) is a statutory authority established under the *Victorian Curriculum and Assessment Authority Act 2000*. The VCAA is committed to protecting all personal information collected and handling this data in accordance with the *Information Privacy Act 2000*.

All of the information we collect from you will be kept secure and confidential. If you have concerns about the way in which your information is collected and stored please contact the VCAA Information Services Unit on (03) 9651 4328.

**PERSONAL DETAILS** (*Block letters please*)

FAMILY NAME \_\_\_\_\_ INITIALS \_\_\_\_\_ TITLE \_\_\_\_\_  
 FIRST NAME \_\_\_\_\_  
 HOME ADDRESS \_\_\_\_\_ FAX \_\_\_\_\_  
 SUBURB \_\_\_\_\_ POSTCODE \_\_\_\_\_  
 TELEPHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

**WORK DETAILS** (*Block letters please*)

ORGANISATION \_\_\_\_\_ POSITION \_\_\_\_\_  
 WORK ADDRESS \_\_\_\_\_ FAX \_\_\_\_\_  
 SUBURB \_\_\_\_\_ POSTCODE \_\_\_\_\_  
 TELEPHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

**SUMMARY OF EXPERTISE/EXPERIENCE**

(Please include experience in film, video, print, layout, photography, multimedia or audio products.) You may attach a **maximum one-page** curriculum vitae.

Please **note**: There is considerable time commitment involved, as the panel meets 4–5 Saturdays in November/December and at least one other day to finalise selection.

SIGNATURE \_\_\_\_\_ DATE / /

Please send completed form to: Merren Ricketson, Project Manager, VCE Season of Excellence  
 VCAA, 41 St Andrews Place, East Melbourne 3002  
 Tel: (03) 9651 4347 Fax: (03) 9651 4324

Closing date for application: **FRIDAY 29 AUGUST**

**Short-listed applicants may be required to attend a brief interview.**

# July 2002 to July 2003

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1. VCE 2003 Drama Solo Performance examination and Theatre Studies Monologue Performance examination

*VCE BULLETIN renamed VCAA BULLETIN, May 2003*

**Bulletin No. 1**

1. VCE Examination advice 2003: June examinations and General Achievement Test (GAT)
2. VCE VET Scored Assessment

# Distribution

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- 53/2003 re  
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 55/2003 re Submission of SIAR 2 – Unit 3 School-assessed Coursework scores  
 56/2003 re 2003 October/November VCE Written Examination Centres  
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 57/2003 re VCE Theatre Studies, Unit 4 playlist  
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### Publications: Print

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 AIM 2003 Guide for Principals and Teachers – English and Mathematics Year 3 and Year 5  
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 2002 Assessment Reports updated  
 Examination (Availability subject to copyright clearance):  
 2003 Mid-year – Biology, Chemistry, Environmental Science, GAT, Psychology  
 2002 Audio files: LOTE – Albanian, Hebrew, Swedish

### COPY DEADLINES FOR 2003

Issue No. and Month	Date of publication	Copy deadline
No. 5 Exam Issue	Monday 22 September	Wednesday 3 September
No. 6 September	Monday 15 September	Wednesday 27 August
No. 7 October	Monday 13 October	Wednesday 24 September
No. 8 November	Monday 17 November	Wednesday 29 October
No. 9 December	Monday 15 December	Wednesday 26 November

all non-original material used. If works are short-listed for Top Arts, evidence of copyright clearance will be requested.

Top Class is the major performing arts component of the Season, presenting a series of concerts in the VCE studies of Dance, Drama and Theatre Studies, Music Performance: Solo and Music Performance: Group. The nine Top Class concerts in 2004 will be held on three Saturdays in March at the National Theatre in St Kilda and the ABC Iwaki Auditorium. The performances address the assessment criteria and demonstrate the skills required to achieve a high score. They are compared by the Chief Assessor in each study.

Dance, Drama and Theatre Studies students are invited to audition in January. The invitation is forwarded after the VCE results

are released. The selection panels include the Chief Assessor for the study, the artistic director for the VCE Season of Excellence, Season staff and a representative from the relevant subject association.

High-achieving students in Music Performance: Solo and Group are invited to participate by the Chief Assessor for each study. In Music Performance: Solo, both the standard of performance in the October recital examination and their study score are taken into consideration. In Music Performance: Group, students have been recommended by the assessors during the October examination period. In some cases, not all the students in a music group achieve an A+ grade. Nevertheless, the whole group is invited to play in the concert.

Dates are currently being finalised for Top Class in 2004. Concession ticket prices for regional students will be continued. A representative sample of students from Top Class will be invited to perform at Top Acts at the Melbourne Concert Hall in May. ArtEd at the Victorian Arts Centre will present a range of workshops in conjunction with Top Acts. Dates will be published as they are confirmed.

General Season enquiries: (03) 9651 4582.



Anne-Maree Brownhill, Firbank Grammar School



Phillip Chan, Melbourne Grammar School

#### Subscription to the VCAA BULLETIN

Subscription forms for the VCAA BULLETIN are available on the VCAA website: [www.vcaa.vic.edu.au/forms/VCE/bulletin.htm](http://www.vcaa.vic.edu.au/forms/VCE/bulletin.htm) or contact the VCAA on (03) 9651 4326. Cost of a one-year twelve-issue subscription is \$42.35 (incl. GST).

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