

VCE ASSESSMENT

Expression of Interest: 2003 Examination Assessing

INFORMATION FOR APPLICANTS

Examination assessing provides:

- valuable professional development
 - full day training sessions in assessment
 - broad experience of student responses to examination tasks
 - insight into varied approaches to task and topics
 - professional interaction with colleagues.
- **All assessors must complete, sign and have witnessed a Conditions of Appointment that is provided on appointment before they commence any training and assessment within the VCE Assessment program.**
- **Training (full-day) is compulsory in all studies for each examination being assessed.**
- Teachers may teach Units 3 and 4 and be an assessor.
- Chief Assessors, Assistant Chief Assessors and Assessors are appointed by the VCAA.
- The appointment of assessors for the 2003 examination periods will be based on relevant qualifications and experience, past performance where appropriate (marking accuracy and the ability to meet administrative requirements including deadlines), the number of applications received relative to the number of assessors required in each study and other relevant factors.
- In some cases where it may not be possible to be appointed as an Assessor, it is assumed the applicant would be prepared to be appointed as an Emergency Assessor if required.
- Some studies are centrally assessed (i.e. assessors can only assess examinations scripts at the VCAA Assessment Centre) – these studies include English, English (ESL) and some LOTE Written components – any other examinations to be centrally marked will be notified later.
- Earlier appointments are required in some studies due to particular requirements such as to read texts, attend performances/plays, for example English, English (ESL), Literature, Drama, Theatre Studies.
- To participate in the assessment of the LOTE Oral component and the Performance examinations it is expected that an assessor makes themselves available for a minimum of two days.
- Where relevant, applicants should seek approval from their employer where participation in the assessment program will coincide with normal employment duties.
- Any change to the personal details information provided on the Expression of Interest form should be communicated to the VCAA as quickly as possible; from time to time the VCAA will contact assessors by email to check the information.
- Applicants who have not worked for the VCAA previously will be required, if appointed, to provide the necessary Banking and Tax details before payments can be processed.
- Delays in processing of applications, appointments and payments can occur if the required documentation is not completed correctly (e.g. Expression of Interest, Conditions of Appointment, Banking and Tax forms).

Schedule relating to assessors:

	Appointment	Assessment period	Payment
Mid-year Written	May	June/July	Payment for work done generally occurs the month following the main assessment period
GAT	May	June/July	
Performance	August	October/November	
LOTE Oral component	August	October	
End-of-year Written	September	October/November	

Please note this schedule is general advice only

Applicants should also refer to the 2003 VCE Administrative Handbook, pages 6–17 and the VCAA website www.vcaa.vic.edu.au for information about the 2003 VCE Assessment program.

This expression of interest form can be found on the VCAA website at:
www.vcaa.vic.edu.au/VCE/EXAMS/expression/index.htm



2003 VCE Assessment

Expression of Interest: Examination Assessing

This form can only be used to apply for positions to assess 2003 VCE 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*.

The information we collect from you is used to inform the selection and appointment processes in VCE Assessment. All the information we collect from you will be kept secure and confidential. It will only be used by authorised VCAA staff or representatives working on the processes described.

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.

Have you been, or applied to be, an Assessor/Reviewer/Marker/Setting Panel member before?

NO

YES

If YES, enter your VCAA ID NUMBER
(if known)

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SECTION 1. Personal details (block letters please)

FAMILY NAME

TITLE

FIRST NAME

SECOND NAME

HOME ADDRESS

NUMBER &
STREET

(a street number or PO Box number must be contained in this address)

TOWN/SUBURB

POSTCODE

TELEPHONE

FAX

MOBILE

(material associated with any appointment will be sent to the home address)

WORK PLACE AND ADDRESS

ORGANISATION
(e.g. school, business)

CURRENT POSITION or
LEVEL of RESPONSIBILITY

NUMBER &
STREET

(a street number or PO Box number must be contained in this address)

TOWN/SUBURB

POSTCODE

TELEPHONE

FAX

EMAIL ADDRESS
(preferred)

Any additional information
(e.g. change of name)

SECTION 2. Study/examination selection

Refer to *Information for applicants*. List in the appropriate parts the studies you wish to be considered for as an assessor. There are parts specifically for Mathematics, LOTE and Performance; other studies should be listed in the first part

EXAMINATION TYPES (tick to select)

* **Full name of the study** (USE BLOCK LETTERS)

June	November

* Use this part to apply for studies that are not Mathematics, LOTE or Performance
You may apply for studies/examinations in both or either of the examination periods

** **Mathematics**

Examination 1	Examination 2

** Note that for Further Maths (MA07 Exam 1) no assessors are required as this is an all multiple-choice examination

*** **LOTE (Languages Other Than English)**

Oral	Written

*** Indicate if the study is First Language and/or Second Language (where relevant)

For the LOTE Examination Oral component, some assessing takes place at country venues. Please **tick** if you are willing to travel and assess at country venues.

**** **Performance**

Performance

**** Indicate if the study is Music Performance: Solo and/or Group; Dance or Dance-VET (where relevant)

For the Performance Examinations, some assessing takes place at country venues. Please **tick** if you are willing to travel and assess at country venues.

GENERAL ACHIEVEMENT TEST (GAT)

GAT

Please **tick** if you wish to apply to assess the General Achievement Test (GAT) (Writing Task Components only)

CHIEF ASSESSOR AND ASSISTANT CHIEF ASSESSOR

Indicate if you wish to be considered for the position of Chief Assessor or Assistant Chief Assessor, by listing the study, the examination type and period.

	Chief Assessor	Assistant Chief Assessor
Study name		
Examination type and period		

For example: Legal Studies, November Written; Korean First Language Oral & Written Oct & Nov

Office Use only (to be initialled and dated as processed)

VCAA ID	Study code and GA type	applied	appointed	notes

SECTION 3. Work and assessor history

WHICH VCE UNITS 3 AND 4 STUDIES ARE YOU TEACHING THIS YEAR?

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WHICH VCE UNITS 3 AND 4 HAVE YOU TAUGHT PREVIOUSLY?

YEAR	STUDIES
2002	
2001	
2000	

EXPERIENCE AS A VCE EXAMINATION ASSESSOR

YEAR	STUDIES
2002	
2001	
2000	

OTHER VCE EXPERIENCE (e.g. Reviewing, Setting panel, Review and Accreditation panels)

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DEGREE(S) & AWARDING INSTITUTIONS

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SUBJECTS PASSED (relevant to this expression of interest)

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REFEREE/S: (Name, Workplace, Position held, Contact phone)

1.	
2.	

HAVE YOU TAKEN A VICTORIAN GOVERNMENT DEPARTURE PACKAGE?

NO YES YEAR

**Please return by
14 March 2003**

**ASSESSMENT ADMINISTRATION
Victorian Curriculum and Assessment Authority (VCAA)
41 St Andrews Place, EAST MELBOURNE 3002**

*For assistance with this
Expression of Interest
phone: 9651 4320 or 9651 4474*

Return by mail or Fax: 9651 4578 / 9651 4368 / 9651 4324

[must be returned as part of the application – page 3 of 3]