

VCE Assessment

2004 Examination Setting Panels

Expressions of interest are invited from suitably qualified people for appointment to 2004 Examination Setting Panels.

Panel members cannot be teaching Units 3 and 4 of the study in 2004. However, recent teaching experience is very highly regarded.

Structure

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

Vetting roles consist of a Study Specialist vetter, and an Examination Sitter vetter. VCAA staff are involved and other positions may be necessary depending on the type of examination. Each examination is vetted by an ESL expert appointed by the VCAA.

Brief details of position statements are provided below.

Chairperson

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

Member

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

Study Specialist vetter

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

Examination Sitter vetter

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

You must declare on the Expression of Interest form that you will not be teaching Units 3 and 4 of this study in 2004 and that you have no close relationships* to persons such as students or adults undertaking Units 3 and 4 of this study in 2004.

*The following are defined as close relationships:

Relationships such as husband, wife, son, daughter, stepson, stepdaughter, parent, grandparent, uncle, aunt, nephew, niece, cousin (as to at least two degrees) or similar relationships arising by marriage or by de facto relationships.



Expression of Interest 2004 VCE Examination Setting Panels

Study name

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

Position/s applied for: Chairperson Member Vetter: Study Specialist Examination Sitter

(Please tick one or more)

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

NO

YES

If YES, please supply VCAA ID

Personal details *(Block letters please)*

FAMILY NAME

INITIALS

TITLE

FIRST NAME

HOME ADDRESS (POSTAL ADDRESS)

STREET

TOWN/SUBURB

POSTCODE

TELEPHONE

FAX

MOBILE

BUSINESS ADDRESS

PLACE

POSITION

STREET

TOWN/SUBURB

POSTCODE

TELEPHONE

FAX

EMAIL

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.

Please turn over

Please provide the following information

1. Relevant qualifications (University, TAFE) and any industry experience (where relevant)

2. Knowledge of, and experience with, the relevant VCE study design or VCE VET program, including teaching experience relevant to the study

3. Knowledge of, and experience with, VCE or VCE VET curriculum and assessment policy

4. Experience of assessment practices appropriate to this study

5. Details of suitable referee

NAME	TELEPHONE
LOCATION/POSITION	

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

I will **not** be teaching Units 3 or 4 of this study in 2004.

Closing date: Friday 2 May 2003

and

I have no close relatives undertaking Units 3 or 4 of this study in 2004*.

SIGNED DATE

*See page 1 for details regarding close relationships.

Information on Panels

The list of examinations requiring a panel is:

Mid-year (June)

Accounting (Examination 1), Biology (Examination 1), Chemistry (Examination 1), Environmental Science (Examination 1), Physics (Examination 1)*, Psychology (Examination 1).

End-of-year (November)

Accounting (Examination 2), Agricultural and Horticultural Studies, Art*, Biology (Examination 2), Business Management, Chemistry (Examination 2), Classical Societies and Cultures, Contemporary Australian Society, Dance (Written), Design and Technology, Drama (Performance), Drama (Written), Economics*, English, English as a Second Language (ESL), English Language, Environmental Science (Examination 2), Food and Technology, Geography, Health and Human Development*, History: Australian, History: Revolutions, History: Renaissance Italy, Industry and Enterprise Studies, Information Processing and Management, Information Systems, International Studies, Legal Studies, Literature, Mathematics: Further Mathematics (Examination 1) Further Mathematics (Examination 2), Mathematics: Mathematical Methods (Examination 1) Mathematical Methods (Examination 2), Mathematics: Mathematical Methods CAS (Examination 1) Mathematics Methods CAS (Examination 2), Mathematics: Specialist Mathematics (Examination 1) Specialist Mathematics (Examination 2), Media, Music Performance Solo (Written), Music Performance Group (Written), Music Styles, Outdoor and Environmental Studies, Philosophy, Physical Education, Physics (Examination 2)*, Political Studies, Psychology (Examination 2), Religion and Society, Studio Arts*, Systems and Technology, Texts and Traditions, Theatre Studies (Performance), Theatre Studies (Written), Visual Communication and Design.

VCE VET

Multimedia*, Business Administration*, Community Services (Community Work), Electronics, Equine Industry* (*note new for 2004*), Financial Services, Furnishing (Cabinet Making), Hospitality (Commercial Cookery), Hospitality (Food and Beverages), Information Technology, Laboratory Skills.

LOTE†

Albanian, Arabic, Auslan, Australian Indigenous Languages, Bengali, Chinese First Language, Chinese Second Language, French, German, Greek, Hebrew, Hindi, Indonesian First Language, Indonesian Second Language, Italian, Japanese First Language, Japanese Second Language, Korean First Language, Korean Second Language, Latin, Macedonian, Maltese, Persian, Portuguese, Romanian, Russian, Sinhala, Spanish, Swedish, Tamil, Vietnamese.

General enquiries – Kathryn White (03) 9651 4382

*Due to reaccreditation of the following studies, Panels will be required to produce a sample examination or a set of questions based on the new study design: Art, Economics, Health and Human Development, Physics, Studio Arts, Visual Communication and Design, VET Business Administration, VET Equine Industry and VET Multimedia

†For the following LOTES, only a Study Specialist vetter is required: Armenian, Croatian, Czech, Dutch, Filipino, Hungarian, Khmer, Latvian, Lithuanian, Polish, Serbian, Slovenian, Turkish and Ukrainian.



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