



October / November 2009 VCE Examination Centres

To be completed and returned by all VCE schools, even if confirming arrangements as per the enclosed report

Please return this information to Maria Fragale, Assessment Operations, VCAA by Friday 24 July 2009.

School details *(Block letters please)*

SCHOOL NAME VCAA SCHOOL NUMBER

Please refer to memorandum 4/2009 and 72/2009 as well as the enclosed October / November 2009 Schools Associated and Combined Centres Report before completing this form.

The above school will be using the following centre/s for the 2009 October / November examinations.

SECTION A (This section must be fully completed)

October / November CENTRE
(Office use only)

STREET ADDRESS OF CENTRE

SEATING CAPACITY OF THE CENTRE NUMBER OF ROOMS/CENTRES TO BE USED

POSTCODE

CONTACT PERSON AT HOST SCHOOL TELEPHONE

POSITION AFTER HOURS TELEPHONE OR MOBILE

This will only be used in case of emergency during examination period.

Did you use this centre in November 2008? YES NO

Is this centre being shared with other schools? YES NO

If yes, please indicate name/s of other school/s.

If the centre is being shared, who is the 'host' school?

Are the arrangements on the October / November 2009 Schools Associated and Combined Centres report correct?
 YES NO (If YES, please sign and return immediately. If NO, please provide the relevant information in Sections B and/or C)

- Note 1.** If you are making arrangements to combine for a study/s and/or to transfer individual student/s to another centre you **must** complete Section B1 and/or C over the page. You **must** also complete the 'Approval to combine/transfer for external examinations' form which is enclosed in memorandum 72/2009.
- 2.** The 'Approval to combine/transfer for external examinations' form must be completed if:
- a) your school makes arrangements to combine with another school/s for a study/s and/or
 - b) you are requesting the previous year's arrangements with another school/s and/or
 - c) you transfer individual student/s from your centre to another centre.

Failure to complete this form or omission of this form will mean changes will not occur and/or previous year's arrangements will not continue.
 It would be appreciated if the 'Approval to combine/transfer for external examinations' form/s is/are returned attached to the 'October / November 2009 VCE Examination Centres' form (grey).

Please return original form/s.

Please turn over

SECTION B

B1. Transferring a whole study/s to ANOTHER CENTRE

STUDY	NAME OF HOST SCHOOL WHERE THE EXAMINATION WILL BE CONDUCTED

B2. Transferring the whole study/s back to YOUR ASSOCIATED CENTRE

STUDY

SECTION C

Transferring individual student/s to another centre

(Where a study consists of only one student this becomes a group move therefore complete Section B1.)

STUDY	STUDENT NUMBER	STUDENT NAME	NAME OF HOST SCHOOL WHERE THE EXAMINATION WILL BE CONDUCTED

Is your school more than 15 km from the nearest school offering VCE Units 3 and 4 in 2009? YES <input type="checkbox"/> NO <input type="checkbox"/>

PRINCIPAL'S SIGNATURE.....

DATE

Note: If two or more schools use an outside centre, the VCAA may pay an approved hiring fee, if applicable. **Schools must seek PRIOR approval for the November examination period in writing by Friday 24 July 2009.**

Please return this form to *Maria Fragale, Assessment Operations*, Victorian Curriculum and Assessment Authority no later than **Friday 24 July 2009.**