



# 2009 GAT and VCE Examinations Supervisors

SCHOOL NAME

*(Please print)*

VCAA SCHOOL NUMBER

**Matters to be considered when appointing Supervisors:**

- ◆ Priority must be given to Supervisors, particularly Chief Supervisors, who are prepared to supervise all examinations in both June and October/November.

**Supervisor Appointments**

Principals should appoint VCE examination Supervisors subject to the conditions set out by the VCAA and under employment procedures established by the School Council or School Board. It is recommended that Supervisors have a current police records check.

The Chief Supervisor is accountable to the Principal for the administration and conduct of examinations at the centre.

Conditions of appointment for Supervisors:

- ◆ Chief Supervisors cannot be *\*closely related to or associated* with any student or any person engaged in teaching, tutoring or coaching students presenting for examinations in Unit 3 and 4 of any study in any examination centre, or any person engaged in organising, checking or distributing the examination papers.
- ◆ Assistant Supervisors cannot be *\*closely related to or associated* with any student or any person engaged in teaching, tutoring or coaching students presenting for examinations in Unit 3 and 4 of any study, or any person engaged in organising, checking or distributing the examination papers at the examination centre at which they are supervising.
- ◆ Under no circumstance may partners or close relatives of a Chief Supervisor be nominated as first Assistant Supervisor at the same VCE Written Examination Centre. They can only supervise if there are more than two Supervisors at a session.
- ◆ Teachers or members of the administration staff at the school are not permitted to act as Supervisors. (This includes any temporary staff that have worked in the school for more than 20 days).
- ◆ If there is any doubt about meeting any of the above conditions for Supervisor appointments and/or the question of a 'close relationship' or 'association', the Principal or delegate must forward the relevant circumstances to the Manager, Assessment Operations of the VCAA for further consideration or advice.

*\* closely related to or associated:*

(a) Relationships such as:

husband/wife/brother/sister/son/daughter/step-son/step-daughter/parent/grandparents/uncle/aunt/nephew/niece/cousin (as to at least two degrees) or similar relationships arising by marriage, defacto relationships or by sharing accommodation constitute too close a relationship;

(b) Whether there is an *association* with a student or other person obviously depends upon the relevant social, business and other circumstances – mere acquaintance with (nothing more) is not likely to constitute an association rendering it inappropriate for a person to act as a Supervisor, however, being a teacher or a member of the administration at the centre is not permitted.

- ◆ It will be necessary to notify the VCAA in writing immediately, if there are any changes and/or additions to Supervisor details.
- ◆ Any person appointed as a Supervisor must not have accepted a voluntary resignation package, eg: a Voluntary Departure Package (VDP), Voluntary Separation Package (VSP) or Resignation Incentive Scheme (VIS) from a Victorian Government agency or department within the last 3 years or be bound by any relevant agreement signed in relation to any other separation payment.
- ◆ All appointed Supervisors are required to sign a Statutory Declaration.

Please return this information to *Maria Fragale, Assessment Operations, VCAA*  
by **Friday 6 March 2009.**

***Please turn over***



## ASSISTANT SUPERVISOR DETAILS ONLY

This school has appointed the following people as Assistant Supervisors for the 2009 examination period.

<b>First Assistant Supervisor</b> for examination period: GAT <input type="checkbox"/> June <input type="checkbox"/> October/November <input type="checkbox"/>	
<i>(Please tick where appropriate)</i> (Mr Mrs Miss Ms) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>DETAILS</b> <i>(Please print)</i>	
FULL NAME	<input style="width: 100%;" type="text"/>
HOME ADDRESS	<input style="width: 100%;" type="text"/>
POSTCODE	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
TELEPHONE	<input style="width: 100%;" type="text"/>
Is this person closely related or associated with (as defined) any student presenting for an examination <b>at your</b> centre? *If yes, this person <b>must not</b> be appointed as Assistant Supervisor. Is this person currently employed at your school? *If yes, this person must not be employed as a Supervisor.	
In 2008 was this person Chief Supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/> Assistant Supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/> YES* <input type="checkbox"/> NO <input type="checkbox"/> YES* <input type="checkbox"/> NO <input type="checkbox"/>	
OFFICE USE ONLY <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

<b>Second Assistant Supervisor</b> for examination period: GAT <input type="checkbox"/> June <input type="checkbox"/> October/November <input type="checkbox"/>	
<i>(Please tick where appropriate)</i> (Mr Mrs Miss Ms) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>DETAILS</b> <i>(Please print)</i>	
FULL NAME	<input style="width: 100%;" type="text"/>
HOME ADDRESS	<input style="width: 100%;" type="text"/>
POSTCODE	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
TELEPHONE	<input style="width: 100%;" type="text"/>
Is this person closely related or associated with (as defined) any student presenting for an examination <b>at your</b> centre? *If yes, this person <b>must not</b> be appointed as Assistant Supervisor. Is this person currently employed at your school? *If yes, this person must not be employed as a Supervisor.	
In 2008 was this person Chief Supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/> Assistant Supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/> YES* <input type="checkbox"/> NO <input type="checkbox"/> YES* <input type="checkbox"/> NO <input type="checkbox"/>	
OFFICE USE ONLY <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

<b>Third Assistant Supervisor</b> for examination period: GAT <input type="checkbox"/> June <input type="checkbox"/> October/November <input type="checkbox"/>	
<i>(Please tick where appropriate)</i> (Mr Mrs Miss Ms) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>DETAILS</b> <i>(Please print)</i>	
FULL NAME	<input style="width: 100%;" type="text"/>
HOME ADDRESS	<input style="width: 100%;" type="text"/>
POSTCODE	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
TELEPHONE	<input style="width: 100%;" type="text"/>
Is this person closely related or associated with (as defined) any student presenting for an examination <b>at your</b> centre? *If yes, this person <b>must not</b> be appointed as Assistant Supervisor. Is this person currently employed at your school? *If yes, this person must not be employed as a Supervisor.	
In 2008 was this person Chief Supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/> Assistant Supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/> YES* <input type="checkbox"/> NO <input type="checkbox"/> YES* <input type="checkbox"/> NO <input type="checkbox"/>	
OFFICE USE ONLY <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

**Fourth Assistant Supervisor** for examination period: **GAT**  **June**  **October/November**

*(Please tick where appropriate)*

(Mr Mrs Miss Ms)

**DETAILS** *(Please print)*

FULL NAME   
HOME ADDRESS   
  
POSTCODE  TELEPHONE

In 2008 was this person  
Chief Supervisor? YES  NO   
Assistant Supervisor? YES  NO   
YES\*  NO   
YES\*  NO

Is this person closely related or associated with (as defined) any student presenting for an examination **at your** centre?

\*If yes, this person **must not** be appointed as Assistant Supervisor.

Is this person currently employed at your school?

\*If yes, this person must not be employed as a Supervisor.

OFFICE USE ONLY

**Fifth Assistant Supervisor** for examination period: **GAT**  **June**  **October/November**

*(Please tick where appropriate)*

(Mr Mrs Miss Ms)

**DETAILS** *(Please print)*

FULL NAME   
HOME ADDRESS   
  
POSTCODE  TELEPHONE

In 2008 was this person  
Chief Supervisor? YES  NO   
Assistant Supervisor? YES  NO   
YES\*  NO   
YES\*  NO

Is this person closely related or associated with (as defined) any student presenting for an examination **at your** centre?

\*If yes, this person **must not** be appointed as Assistant Supervisor.

Is this person currently employed at your school?

\*If yes, this person must not be employed as a Supervisor.

OFFICE USE ONLY

**Note:** Should any changes and/or additions occur, it will be necessary to notify the Manager, Assessment Operations of the Victorian Curriculum and Assessment Authority in writing immediately.

PRINCIPAL'S SIGNATURE.....

DATE.....

Please return this information to  
*Maria Fragale, Assessment Operations, Victorian Curriculum and Assessment Authority*  
by **Friday 6 March 2009.**