

# Appendices

**Version 2: Updated 5 March 2012**

# Appendices

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# Appendix 1: Assessment details

Those studies highlighted in red are revised studies for implementation in 2012.

## 1.1 SCHOOL-BASED ASSESSMENT SUBMISSION DATES

Refer to the **Important Administrative Dates 2012** on the VCAA website <sup>1</sup> <www.vcaa.vic.edu.au> for the dates by which schools must submit results to the VCAA.

### 1.1.1 SIAR 1 – Studio Arts School-assessed Task 1

Refer to the **Important Administrative Dates 2012** on the VCAA website <sup>1</sup> <www.vcaa.vic.edu.au> for the date by which school assessments for Studio Arts (SA03) School-assessed Task 1 must be received by the VCAA.

The date on which the VCAA will report results of this assessment to schools can also be found in the Important Administrative Dates.\*

### 1.1.2 SIAR 2 – Unit 3 School-assessed Coursework

Refer to the **Important Administrative Dates 2012** on the VCAA website <sup>1</sup> <www.vcaa.vic.edu.au> for the date by which scores for Unit 3 School-assessed Coursework and Unit 3 of Units 3 and 4 combined School-assessed Coursework listed in this section must be entered on the VASS.

The date on which the VCAA will report results of these studies to schools can also be found in the **Important Administrative Dates 2012** <sup>1</sup>.

Study	Code	Study	Code
Accounting	AC03	IT Applications	IT02
Agricultural and Horticultural Studies	AH03	Software Development	IT03
Art	AR03	Legal Studies	LS03
Australian and Global Politics – Australian Politics	PS03	Literature	LI01
Australian and Global Politics – Global Politics	PS05	Mathematics – Further Mathematics	MA07
Biology	BI03	Mathematics – Mathematical Methods (CAS)	MA11
Business Management	BM03	Mathematics – Specialist Mathematics	MA09
Chemistry	CH03	Media	ME03
Classical Studies	CS03	Music Investigation	MC05
Dance	DA03	Music Performance	MC04
Drama	DR03	Music Style and Composition	MS03
Economics	EC03	Outdoor and Environmental Studies	OS03
English	EN01	Philosophy	PL03
English (ESL)	EN09	Physical Education	PE03
English Language	EL01	Physics	PH03
Environmental Science	EV03	Product Design and Technology	DT03
Food and Technology	FY03	Psychology	PY03
Geography	GE03	Religion and Society	RE03
Health and Human Development	HH03	Sociology	SO03
History – Australian History	HI08	Systems Engineering	SE03
History – Renaissance Italy	HI16	Texts and Traditions	TT03
History – Revolutions	HI13	Theatre Studies	TS03
Industry and Enterprise	IE03	VCE Languages: Albanian	LO41
		VCE Languages: Arabic	LO02

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Study	Code	Study	Code
VCE Languages: Armenian	LO44	VCE Languages: Japanese First Language	LO15
VCE Languages: Auslan	LO03	VCE Languages: Japanese Second Language	LO46
VCE Languages: Indigenous Languages of Victoria: Revival and Reclamation	LO38	VCE Languages: Khmer	LO16
VCE Languages: Bosnian	LO50	VCE Languages: Korean First Language	LO37
VCE Languages: Chinese First Language	LO04	VCE Languages: Korean Second Language	LO47
VCE Languages: Chinese Second Language	LO39	VCE Languages: Latin	LO17
VCE Languages: Chinese Second Language Advanced	LO48	VCE Languages: Macedonian	LO20
VCE Languages: Classical Greek	LO01	VCE Languages: Maltese	LO21
VCE Languages: Classical Hebrew	LO51	VCE Languages: Persian	LO32
VCE Languages: Croatian	LO05	VCE Languages: Polish	LO23
VCE Languages: Dutch	LO07	VCE Languages: Portuguese	LO33
VCE Languages: Filipino	LO45	VCE Languages: Punjabi	LO49
VCE Languages: French	LO09	VCE Languages: Romanian	LO42
VCE Languages: German	LO10	VCE Languages: Russian	LO24
VCE Languages: Greek	LO22	VCE Languages: Serbian	LO25
VCE Languages: Hebrew	LO11	VCE Languages: Sinhala	LO34
VCE Languages: Hindi	LO36	VCE Languages: Spanish	LO27
VCE Languages: Hungarian	LO12	VCE Languages: Swedish	LO28
VCE Languages: Indonesian First Language	LO13	VCE Languages: Tamil	LO43
VCE Languages: Indonesian Second Language	LO40	VCE Languages: Turkish	LO29
VCE Languages: Italian	LO14	VCE Languages: Ukrainian	LO30
		VCE Languages: Vietnamese	LO31
		VCE Languages: Yiddish	LO52
		Visual Communication and Design	VC03

### 1.1.3 Externally-assessed Task (Music Style and Composition)

Refer to the **Important Administrative Dates 2012** on the VCAA website [\[1\]](http://www.vcaa.vic.edu.au) <www.vcaa.vic.edu.au> for the date by which school scores for the Externally-assessed Task must be received by the VCAA.


### 1.1.4 SIAR 3 – School-assessed Tasks


Refer to the **Important Administrative Dates 2012** on the VCAA website [\[1\]](http://www.vcaa.vic.edu.au) <www.vcaa.vic.edu.au> for the date by which School-assessed Task scores listed in this section must be received by the VCAA.

The date on which the VCAA will report results of these studies to schools can also be found in the **Important Administrative Dates 2012** [\[1\]](http://www.vcaa.vic.edu.au).

Study	Code	Note
Art	AR03	
Food and Technology	FY03	
Media	ME03	
Product Design and Technology	DT03	
Studio Arts	SA03	School-assessed Task 2
Systems Engineering	SE03	
Visual Communication and Design	VC03	

### 1.1.5 SIAR 4 – Unit 4 School-assessed Coursework

Refer to the **Important Administrative Dates 2012** on the VCAA website  <www.vcaa.vic.edu.au> for the date by which scores for Unit 4 School-assessed Coursework and Unit 4 of Units 3 and 4 combined School-assessed Coursework listed in this section must be received by the VCAA.

The date on which the VCAA will report results of these studies to schools can also be found in the **Important Administrative Dates 2012** .

Study	Code	Study	Code
Accounting	AC03	Physics	PH03
Agricultural and Horticultural Studies	AH03	Product Design and Technology	DT03
Art	AR03	Psychology	PY03
Australian and Global Politics – Australian Politics	PS03	Religion and Society	RE03
Australian and Global Politics – Global Politics	PS05	Sociology	SO03
Biology	BI03	Systems Engineering	SE03
Business Management	BM03	Texts and Traditions	TT03
Chemistry	CH03	Theatre Studies	TS03
Classical Studies	CS03	VCE Languages: Albanian	LO41
Dance	DA03	VCE Languages: Arabic	LO02
Drama	DR03	VCE Languages: Armenian	LO44
Economics	EC03	VCE Languages: Auslan	LO03
English	EN01	VCE Languages: Indigenous Languages of Victoria: Revival and Reclamation	LO38
English as a Second Language (ESL)	EN09	VCE Languages: Bosnian	LO50
English Language	EL01	VCE Languages: Chinese First Language	LO04
Environmental Science	EV03	VCE Languages: Chinese Second Language	LO39
Food and Technology	FY03	VCE Languages: Chinese Second Language Advanced	LO48
Geography	GE03	VCE Languages: Classical Greek	LO01
Health and Human Development	HH03	VCE Languages: Classical Hebrew	LO51
History – Australian History	HI08	VCE Languages: Croatian	LO05
History – Renaissance Italy	HI16	VCE Languages: Dutch	LO07
History – Revolutions	HI13	VCE Languages: Filipino	LO45
Industry and Enterprise	IE03	VCE Languages: French	LO09
IT Applications	IT02	VCE Languages: German	LO10
Software Development	IT03	VCE Languages: Greek	LO22
Legal Studies	LS03	VCE Languages: Hebrew	LO11
Literature	LI01	VCE Languages: Hindi	LO36
Mathematics – Further Mathematics	MA07	VCE Languages: Hungarian	LO12
Mathematics – Mathematical Methods (CAS)	MA11	VCE Languages: Indonesian First Language	LO13
Mathematics – Specialist Mathematics	MA09	VCE Languages: Indonesian Second Language	LO40
Media	ME03	VCE Languages: Italian	LO14
Music Investigation	MC05	VCE Languages: Japanese First Language	LO15
Music Performance	MC04	VCE Languages: Japanese Second Language	LO46
Music Style and Composition	MS03	VCE Languages: Khmer	LO16
Outdoor and Environmental Studies	OS03	VCE Languages: Korean First Language	LO37
Philosophy	PL03		
Physical Education	PE03		

## 1 APPENDIX

Study	Code	Study	Code
VCE Languages: Korean Second Language	LO47	VCE Languages: Serbian	LO25
VCE Languages: Latin	LO17	VCE Languages: Sinhala	LO34
VCE Languages: Macedonian	LO20	VCE Languages: Spanish	LO27
VCE Languages: Maltese	LO21	VCE Languages: Swedish	LO28
VCE Languages: Persian	LO32	VCE Languages: Tamil	LO43
VCE Languages: Polish	LO23	VCE Languages: Turkish	LO29
VCE Languages: Portuguese	LO33	VCE Languages: Ukrainian	LO30
VCE Languages: Punjabi	LO49	VCE Languages: Vietnamese	LO31
VCE Languages: Romanian	LO42	VCE Languages: Yiddish	LO52
VCE Languages: Russian	LO24		

### 1.1.6 SIAR 5 – unit results

Refer to the **Important Administrative Dates 2012** on the VCAA website [1](http://www.vcaa.vic.edu.au) <www.vcaa.vic.edu.au> for the date by which the following information must be entered on VASS:


- VCE unit results Units 1 to 4
- VCAL unit results
- VET units of competency/module results
- School-assessed Coursework scores for VCE VET scored sequences in the following VCE VET programs.

VCE VET Program	Program	Code
Business	BSB20107	BU18
Community Services	CHC20108	CT17
Dance	21764VIC	DN04
Engineering Studies – Certificate II	22019VIC	EG07
Equine Industry	21908VIC	EQ04
Financial Services	FNS30107	FS02
Furnishing	LMF20309	FN14
Hospitality	SIT20207	HS13
Hospitality (Kitchen Operations)	SIT20307	HS14
Information Technology	ICA30105	IN21
Integrated Technologies	22071VIC	ET11
Interactive Digital Media	CUF30107	MU05
Laboratory Skills	MLS30109	LB20
Music		
Music	CUS30109	MI13
Technical Production	CUS30209	M115
Sport and Recreation		
Community Recreation	SRC20206	SR21
Outdoor Recreation	SRO20206	SR19

The date on which the VCAA will report these results to schools can be found in the **Important Administrative Dates 2012** on the VCAA website [1](http://www.vcaa.vic.edu.au).

## Appendix 2: VCAA services, fees and publications

### 2.1 REPLACEMENT CERTIFICATES AND STATEMENTS OF RESULTS

Students who have lost their original certificate or Statement of Results may apply to the VCAA for a replacement. **Requests for replacement certificates or Statements of Results** should be made on the appropriate forms available on the VCAA website .

#### 2.1.1 Certified copies

A certified copy is a one-page statement which verifies a student's grades.

#### 2.1.2 Equivalent qualifications

Statements of equivalent qualification to the VCE may be issued by the VCAA to applicants who have senior secondary school qualifications obtained either interstate or overseas.

The VCAA will also assess interstate or overseas qualifications for their equivalency to Year 11.

**Applications for assessments for statements of equivalent qualification** should be made on the appropriate form .

#### 2.1.3 Requests for data

Some information can be provided to educational institutions, researchers, subject associations and educational service organisations. Requests should be made in writing to the VCAA. Contact the VCAA on: [research.vcaa@edumail.vic.gov.au](mailto:research.vcaa@edumail.vic.gov.au)

A charge may be made for this service. Information about charges for provision of data and information will be provided on request.

### 2.2 PUBLICATIONS

The VCAA publishes a range of books and manuals. An up-to-date list is available from the Victorian Government Bookshop.

#### 2.2.1 Publications for teachers

In addition to the specific publications outlined below, the VCAA also produces and provides to schools a wide variety of publications covering VCE, VCAL, VET and international students. For monthly updates of the distribution of the VCAA's publications refer to the distribution section of the *VCAA Bulletin VCE, VCAL and VET*.

##### ***VCE Study Designs***

The curriculum for each VCE study is specified in a study design. The study design also provides advice for teachers and resources for the development of detailed courses by schools.

Schools are issued with copies of the study design as each VCE study is accredited. Additional copies are available for purchase from the Victorian Government Bookshop.

##### ***VCE assessment handbooks***

Assessment handbooks contain assessment information for school-based assessment and the examination. A VCE assessment handbook is produced when a VCE study is accredited. Details of any changes to the assessment information in this publication is published in the *VCAA Bulletin VCE, VCAL and VET*. They are distributed to VCE providers and are also accessible on the VCAA website at: [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

##### ***VCAL curriculum planning guides***

The VCAL curriculum planning guide provides delivery and assessment advice for the VCAL curriculum strands. It specifies the purpose of the strand, provides guidance on selection of curriculum components for the strand and includes how the students work is to be assessed as well as details of VCAL units that are specifically designed for that strand.

**2 APPENDIX*****VCE VET program booklets***

VCE VET program booklets provide the identified sets of competencies that have been grouped to form VCE VET Units 1 and 2 and where appropriate a VCE VET Units 3 and 4 sequence. Schools are issued with copies as each VCE VET program is accredited. Copies are also available from the VCAA website at: [www.vcaa.edu.au](http://www.vcaa.edu.au)

***VCE VET assessment guides***

VCE VET assessment guides are available for the 14 VCE VET programs that have scored assessment arrangements. These guides provide information relating to the School-assessed Coursework and examination. Sample assessment plans and scoring criteria are contained in these publications.

***VCAA Bulletin***

The VCAA Bulletin is produced every month (excluding January). Any general reference to the *VCAA Bulletin* in existing VCAA publications, in particular the VCE study designs, should now be considered as a reference to the *VCAA Bulletin VCE, VCAL and VET*. This periodical contains general and study-specific advice for VCE and VCAL schools. It is the only official source of changes to regulations and accredited studies. Any queries regarding this publication should be addressed to the Production Unit of the VCAA on (03) 9651 4326. Past issues of this publication are available on the VCAA website at: [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

***Assessment reports***

Assessment reports are prepared by the Chief Assessors (Examinations) and State Reviewers (school-based assessment) and give advice to teachers and students in relation to examinations and school-based assessments. They are published on the VCAA website at: [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

***'Administrative advice for school-based assessment' supplement***

The 'Administrative advice for school-based assessment' supplement contains general information on school-based assessment and includes School-assessed Tasks assessment sheets and criteria. The publication is produced annually as a supplement to the *VCAA Bulletin VCE, VCAL and VET* and is also accessible on the VCAA website at: [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

***VCE examination papers***

Past examination papers, once they have been cleared for copyright purposes, are available on the VCAA website at: [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

***VCE Examination Specifications***

VCE examination specifications describe the format, content and equipment required in the examination for each study. They are published in conjunction with advice and sample materials.

**2.2.2 Publications for students and teachers*****Where to Now? Guide to the VCE, VCAL and Apprenticeships and Traineeships***

This publication provides students entering post-compulsory education with key information about the VCE, VET, VCAL and School-based Apprenticeships and Traineeships. It is distributed to schools in Term 2 and is accessible on the website. Printed copies are available free of charge from the VCAA.

***VCAL hands-on brochure***

This publication is an information brochure for both students and parents. The brochure is available on the VCAA website at [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au). Printed copies are also available free of charge from the VCAA.

***VCE Exams Navigator 2012***

This booklet will be distributed to schools in Term 2 and contains information on the GAT, Special Provision, Examination Timetables and Examination Rules.

***Return to Study – VCE and VCAL***

This booklet is produced annually and is available (free of charge) from the VCAA, the Victorian Government Bookshop, the CAE and other VCE providers such as TAFE institutes. It is also accessible on the VCAA website at: [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Statistical moderation of the VCE School-assessed Coursework**


This brochure outlines the procedure for statistical moderation and is accessible on the VCAA website at: [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Ordering procedures**

The Victorian Government Bookshop is the VCAA's agent for the sale and distribution of a number of publications.

Address for sales and mail	Level 20, 80 Collins Street (Nauru House) Melbourne 3000
Telephone	1300 366 356
Fax	(03) 9603 9920
Website	<a href="http://www.bookshop.vic.gov.au/gov_pub/">www.bookshop.vic.gov.au/gov_pub/</a>
Email	<a href="mailto:bookshop@dvc.vic.gov.au">bookshop@dvc.vic.gov.au</a>
Hours	8.30 am to 5.30 pm (Monday to Friday)

**2.2.3 Copyright**

The VCAA is the copyright owner of material and works produced by or on behalf of the VCAA. The **VCAA copyright policy and request** form is available from the VCAA website at <[www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)> . Any queries on the VCAA's copyright material can be directed to the Copyright Officer, VCAA.

## 2.3 SUMMARY SCHEDULE OF FEES AND CHARGES

These are revised 2012 fees and charges that take effect from 12 March 2012. Please insert this page at page 168 of all print copies of the *VCE and VCAL Administrative Handbook 2012*.

All fees and charges are GST-free unless shown otherwise.

	Fee (\$)
<b>1. Examinations outside Victoria</b>	
Interstate service fee (for each examination period) .....	74.80
Overseas service fee (for each examination period).....	222.20
<b>2. Examinations for interstate or overseas accrediting authorities</b> .....	48.35 per hour + return freight
<b>3. Statement of Marks / Statement of Study Score</b>	
Statement of Marks (per examination) .....	9.35
Statement of Study Score (per study).....	9.35
Late application fee (per application) for requests received after Friday 17 February 2012 .....	35.85
<b>4. Inspection of examination scripts</b>	
Per examination at the VCAA .....	10.00
Per examination at school.....	21.25
<b>5. Replacement certificates and Statements of Results</b>	
Search fee and replacement certificate .....	26.80
24-hour priority fee (additional).....	23.75*
Replacement Statement of Results .....	34.05
24-hour priority fee (additional).....	23.75*
<b>6. Certified copies</b>	
Certified copy of a VCE student's results.....	14.35
<b>7. Equivalent qualifications</b>	
Assessment and issue of an equivalent qualifications statement.....	26.80
48-hour priority fee (additional).....	23.75*
<b>8. Requests for data</b> .....	on application*
For example, mail labels or electronic files for VCE providers.	
<b>9. 2012 full-fee-paying overseas students</b>	
VCE Units 1 and 2 only – three or fewer units .....	61.65
VCE Units 1 and 2 only – four or more units .....	184.75
VCE Units 1 and 2 and one Units 3 and 4 sequence.....	258.90
Two or more VCE Units 3 and 4 sequences .....	381.00
<b>10. Late VCE and VCAL results amendments</b>	
Enrolment change per unit .....	8.15
Each VCE Units 3 and 4 sequence .....	16.35
Surcharge per student for 2011.....	34.05
Surcharge per student prior to 2011 .....	131.60
Extension of time for VASS .....	131.60
<b>11. Changes to enrolment or withdrawals after final enrolment date</b>	
Per VCE or VCAL unit.....	8.15
Per complete VCE or VCAL student enrolment .....	80.50
Extension of time for VASS .....	131.60
<b>12. IB/GAT administrative fee</b> .....	61.65

# Appendix 3: The VCAA and its committees

## 3.1 THE VCAA COMMITTEES AND THEIR TERMS OF REFERENCE

### 3.1.1 Executive Committee

#### *Terms of Reference*

The Executive Committee acts under the delegation of the VCAA Board in matters related to the following areas:

- overseas programs
- Review Committee decisions
- issues with sectoral implications
- approval for use of common seal for contracts over \$100 000
- legislative compliance
- confidential and sensitive matters.

#### *Membership*

The Executive has five members of whom:

- a. one is the Chairperson of the VCAA Board
- b. one is the Chief Executive Officer of the VCAA
- c. three are members of the VCAA Board.

### 3.1.2 EY–10 Curriculum and Assessment Committee

#### *Terms of Reference*

The Committee provides expert advice and makes recommendations to the VCAA Board on:

- policies, standards and criteria for the development of curriculum and assessment programs for the Early Years to Year 10
- the implementation of the Australian Curriculum
- the relationship between VEYLDF and the P–10 curriculum, and the P–10 curriculum and the post-compulsory pathways in education and training, including the VCE, VET in Schools and VCAL
- the administration of the NAPLAN program (Years 3, 5, 7 and 9)
- the monitoring and reporting of student participation and performance in Early Years to Year 10 assessment programs
- the provision of resources for schools and teachers to support the implementation of VCAA Early Years to Year 10 curriculum and assessment programs
- research on matters relating to Early Years to Year 10 curriculum, standards and assessment at a national and international level.

#### *Membership*

The Committee membership comprises members of the VCAA Board and co-opted members. A Board member chairs the Committee.

### 3.1.3 Post-Compulsory Curriculum and Assessment Committee

#### *Terms of Reference*

The Committee provides expert advice and makes recommendations to the VCAA Board on:

- the development, evaluation and approval of curriculum for courses normally undertaken in the post-compulsory years
- policies, criteria and standards for curriculum, assessments and courses designed to be undertaken in the post-compulsory years
- policy and procedures for the design, delivery and evaluation of assessments and assessment products and services for the VCE, VCAL and other post-compulsory qualifications available to students
- patterns of participation and quality of outcomes relating to courses of study in the post-compulsory years
- the provision of material for schools, and of professional development for teachers, to support the implementation of post-compulsory curriculum and assessment programs
- research on matters relating to post-compulsory curriculum and assessments.

**Membership**

The Committee comprises members of the VCAA Board and co-opted members. A Board member chairs the Committee.

**3.1.4 Early Learning and Development Framework 0–8 Steering Committee****Terms of Reference**

The Project Steering Committee provides expert advice and makes recommendations to the VCAA Board on:

- the development of the Early Learning and Development Framework 0–8 and consultation process
- appropriate links with other relevant policy development work across government – in particular, the VELs and the Blueprint for Early Childhood Development and School Reform.
- any emerging issues which are outside the control of the Internal Project Team
- the engagement of stakeholders in the Early Learning and Development Framework 0–8 process – including peak organisations, practitioners, parents, the community and the Commonwealth
- alignment of the Early Learning and Development Framework 0–8 with the Council of Australian Governments (COAG) Early Childhood Development Working Group’s National Early Years Learning Framework (0–5) and the transition to school
- the conflicts, risks and issues involved in the development of the Early Learning and Development Framework 0–8
- the scope for the Early Learning and Development Framework 0–8.

**Membership**

The Committee membership is comprised of members of the VCAA Board and co-opted members, as appropriate.

**3.1.5 Audit Committee**

The VCAA Audit Committee’s Terms of Reference are:

- in conjunction with senior management and the Board to foster an ethical culture within the VCAA
- to monitor compliance with relevant acts and regulations and with any agreements negotiated with funding bodies
- to provide advice to the VCAA Board on governance matters
- to monitor, improve and maintain the credibility and objectivity of the accountability process (including financial reporting)
- to provide a formal forum for communication between the VCAA Board and senior financial management
- to improve the effectiveness of the internal and external audit functions, providing a forum for communication and reporting between the VCAA Board and the internal and external auditors
- to monitor the quality of internal and external reporting of financial and non-financial information
- to respond to the Board in relation to matters referred by the Board to the Audit Committee for further consideration or advice.

**3.1.6 Review Committee**

The Review Committees are responsible for:

- hearing student appeals against penalties imposed by schools on students for breaches of assessment rules relating to School-assessed Tasks and School-assessed Coursework
- hearing charges alleging serious breaches of rules relating to examinations and to impose penalties
- when necessary, cancelling or altering student results.

## Appendix 4: Equivalent interstate authorities

This appendix lists the contact details for each state or territory other than Victoria.

See Section 1.4.2 for advice about credit available for interstate students transferring into Victoria.

### 1. AUSTRALIAN CAPITAL TERRITORY

#### *Certifying authority*

ACT Board of Senior Secondary Studies  
GPO Box 158, CANBERRA ACT 2601  
Tel (02) 6205 7181 Fax (02) 6205 7167  
Website: [www.bsss.act.edu.au](http://www.bsss.act.edu.au)  
Email: [bsss.enquiries@act.gov.au](mailto:bsss.enquiries@act.gov.au)

### 2. NEW SOUTH WALES

#### *Certifying authority*

Board of Studies NSW  
GPO Box 5300  
SYDNEY NSW 2001  
Tel (02) 9367 8111 Fax (02) 9367 8484  
Website: [www.boardofstudies.nsw.edu.au](http://www.boardofstudies.nsw.edu.au)  
Email: [service@bos.nsw.edu.au](mailto:service@bos.nsw.edu.au)

### 3. NORTHERN TERRITORY

#### *Certifying authority*

Northern Territory Board of Studies  
PO Box 4821  
DARWIN NT 0801  
Telephone: (08) 8999 5767 Fax: (08) 8999 5795  
Website: [www.det.nt.gov.au](http://www.det.nt.gov.au)  
Email: [ntbos@nt.gov.au](mailto:ntbos@nt.gov.au)

### 4. QUEENSLAND

#### *Certifying authority*

Queensland Studies Authority (QSA)  
PO Box 307  
SPRING HILL QLD 4004  
Tel (07) 3864 0299 Fax (07) 3221 2553  
Website: [www.qsa.qld.edu.au](http://www.qsa.qld.edu.au)  
Email: [office@qsa.qld.edu.au](mailto:office@qsa.qld.edu.au)

### 5. SOUTH AUSTRALIA

#### *Certifying authority*

SACE Board of South Australia  
60 Greenhill Road  
WAYVILLE SA 5034  
Tel (08) 8372 7400 Fax (08) 8372 7590  
Website: [www.sace.sa.edu.au](http://www.sace.sa.edu.au)  
Email: [info@saceboard.sa.gov.au](mailto:info@saceboard.sa.gov.au)

### 6. TASMANIA

#### *Certifying authority*

Tasmanian Qualifications Authority (TQA)  
PO Box 147  
SANDY BAY TAS 7006  
Tel (03) 6233 6364 Fax (03) 6224 0175  
Website: [www.tqa.tas.gov.au](http://www.tqa.tas.gov.au)  
Email: [reception@tqa.tas.gov.au](mailto:reception@tqa.tas.gov.au)

### 7. WESTERN AUSTRALIA

#### *Certifying authority*

Curriculum Council of Western Australia  
27 Walters Drive  
OSBORNE PARK WA 6017  
Tel (08) 9273 6300 Fax (08) 9273 6301  
Website: [www.curriculum.wa.edu.au](http://www.curriculum.wa.edu.au)  
Email: [info@curriculum.wa.edu.au](mailto:info@curriculum.wa.edu.au)

# Appendix 5: Forms and Important Administrative Dates 2012

## *A note on forms and the Important Administrative Dates 2012*

The **Important Administrative Dates 2012** can now be accessed via the VCAA website under 'School Administration' .

Please note that the following forms, which appeared in Appendices 5–10 in the *VCE and VCAL Administrative Handbook 2011*, are now available as VASS downloads .

### **Forms for enrolment and withdrawal**

VCE Student Personal Details 2012  
VCAL Student Personal Details 2012  
GAT Student Personal Details 2012  
IB Student Personal Details 2012  
Year 10 Student Personal Details 2012  
Assessing School Enrolment Notification  
Student Exit form  
Application for Late VCE and VCAL Enrolment Amendments 2012  
Application for Late VET Enrolment Amendments 2012

### **Forms for Special Provision**

Application for Special Provision for School-based Assessment and Unit Completion  
Interrupted Studies Status Application  
Application to Sit Examinations Interstate or Overseas  
Application for Authorised Absence from the General Achievement Test (GAT)

### **Examination Irregularity Application**

Examination Irregularity Application

### **Forms for VASS and late data changes**

VASS Critical Dates – Extension of Time  
Notification of Late Amendments to 2011 VCE and VCAL Units  
Notification of Late Amendments to 2011 Units of Competency/Modules  
Notification of Late Amendments to VCE and VCAL Units Prior to 2011

### **Forms for school-based assessment**

Request to Fund Travel for Partnerships (School-assessed Tasks only)  
Report on Lost/Stolen/Damaged School-assessed Tasks and the Externally-assessed Task (LSD)  
Authentication Record for School-assessed Tasks and the Externally-assessed Task  
Authentication Record for School-assessed Coursework

### **Forms for post-results services**

Confirmation of Grades Request  
Student Examination Reassessment Application