



2009 VCE VET Multimedia Examination

Friday 6 November 2009 (3:00 pm to 5:15 pm)

(to be completed by all VCE VET Multimedia schools/providers)

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

HOME SCHOOL DETAILS *(please print)*

SCHOOL NAME VCAA SCHOOL NUMBER
CONTACT PERSON TELEPHONE
POSITION

SECTION A *(This section must be fully completed by all 'home' schools)*

The student/s of the above school will be using the following centre for the VCE VET Multimedia examination.

HOST SCHOOL
CENTRE DETAILS (office use only)
(eg Computer Lab, J-Cluster, Room 101)
STREET ADDRESS OF CENTRE
CONTACT PERSON AT HOST SCHOOL TELEPHONE
POSITION AFTER HOURS TELEPHONE OR MOBILE
This will only be used in case of emergency during examination period.
ARE YOU THE *'HOST' SCHOOL FOR THE ABOVE MULTIMEDIA EXAMINATION CENTRE?
If YES, please complete Sections B and C overleaf YES
If NO, please sign and return the form. NO
Note: If you have made arrangements with another school/provider to combine for this examination you must also return the completed 'Approval to combine transfer for VCE VET Multimedia' form.

* 'HOME' school = Student's major provider
* 'HOST' school = The school/provider where the examination centre is located or the school/provider coordinating the arrangements for a centre which is external to the school

Please turn over

SECTION B (to be completed by 'host' school only)

1. HOW MANY COMPUTERS DO YOU HAVE AVAILABLE?

2. INDICATE OPERATING SYSTEM: Windows 2000 XP Other: _____
 Macintosh OSX

3. INDICATE WHICH SOFTWARE APPLICATIONS (AND THE VERSION) WILL BE AVAILABLE TO THE STUDENTS FOR THE EXAM:
 Photoshop Corel Paint Fireworks Version _____
 Director Flash Version _____
 Dreamweaver Front Page Version _____

4. ARE YOU PREPARED TO ACCEPT ADDITIONAL STUDENTS FROM OTHER SCHOOLS/RTO? YES NO

5. WILL YOU BE USING MORE THAN ONE ROOM? YES NO

If YES, please supply seating capacity of each room STUDENTS PER ROOM

If NO, please complete Section C and sign and return form.

SECTION C

Technical Support Person (to be completed by 'host' school only)

(Mr Mrs Miss Ms)

DETAILS (Title) OFFICE USE ONLY

NAME

WORKPLACE
 POSTCODE

TELEPHONE (B) (H) (Mobile)

The Technical Support Person will be required to sign a Statutory Declaration and **must not** be either a teacher of or closely related to any student undertaking the examination.

Supervisor/s

The person/s already appointed and approved by the VCAA to supervise the 2009 VCE examinations must be the person/s supervising this examination.

If more than one room is being used, each room is required to have a separate supervisor.

This examination is to be conducted in accordance with the rules as outlined in the 2009 VCE Examination Manual and the advice which will be forwarded to centres with the VCE VET Multimedia examination materials.

Schools must meet the VCAA requirements for conducting VCE examinations, as outlined in the 2009 VCE Written Examination Centre Agreement that was signed earlier this year. In signing the Agreement, Principals certified that they would comply with and be responsible for all VCAA security requirements for administering and conducting VCE examinations.

PRINCIPAL'S SIGNATURE DATE

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