



Examination Irregularity Application form

Please print clearly and in CAPITAL LETTERS.

*This form is for the use of the principal (or delegate such as deputy principal or a VCE Coordinator). It is **not** for the use of examination supervisors or Chief Supervisors.*

Examination irregularities are events which materially interrupt and potentially impact a student's performance on an examination and which are outside the student's control. Please see examples overleaf.

This form is to notify the VCAA that an examination irregularity has taken place, and to request that the VCAA review the case with a view to ensuring a fair result for the student/s affected. If the application relates to more than one student, only one form need be completed and a list of the affected students attached.

Student's details

Family name _____ VCAA Student Number

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|--|--|--|--|--|--|--|--|--|--|

Given name/s _____

Home School _____ VCAA school code

| | | | | | |
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Examination venue _____

Examination name _____

Date of incident _____

Brief summary of incident (Note: detailed reports should be attached) _____

The VCAA Examination Irregularities Panel will only consider documentary evidence. All the documentary evidence necessary to support the application should be attached to this application form when it is submitted. Please signify, by ticking the appropriate boxes, which documents are attached.

- | | |
|--|---|
| <input type="checkbox"/> Statement by student | <input type="checkbox"/> Statement by independent witness (if appropriate) |
| <input type="checkbox"/> Statement by principal (or delegate) | <input type="checkbox"/> Statement by independent medical practitioner (if appropriate) |
| <input type="checkbox"/> Copy of the Incident Report (completed by the Chief Supervisor) | <input type="checkbox"/> Other documents |
| | <input type="checkbox"/> Number of other documents (1, 2 etc.) |

Declaration

I believe that the incident/s reported to me by the student/s named on this form constitute an examination irregularity as defined in the *VCE and VCAL Administrative Handbook 2009, Section 11.6.*

Signature _____

Position _____ Date ____/____/____

Please complete this form and return it as soon as possible to: Examination Irregularities Panel
Victorian Curriculum and Assessment Authority
41 St Andrews Place
East Melbourne VIC 3002
OR fax to: (03) 9225 2361

Note : This process is only available for a specified period. See Section 11.6.

Examination Irregularities

Examples of events which may give rise to irregularities:

- Power failures, emergency evacuations and other disruptive events.
- Misprints or mistakes in examination question booklets.
- Extraneous noise.
- Incorrect interpretation of examination conditions or rules by supervisors.
- Material mistakes in the conduct of oral and performance examinations.

An incident is NOT an irregularity if:

- a student, through negligence, fails to present at an examination
- an incident has occurred but has had no adverse effect on the student/s
- an action taken by the supervisor adequately compensated for any initial effect on the student/s
- there has been a failure of equipment (e.g. a calculator) for which students are responsible.

Please note: In first language oral examinations, it is quite in order (i.e. not an irregularity) for the examiners to ask questions on a topic that is related, though not identical, to the topic expected by the student.

Further information

See Section 11.6 which describes the process that occurs after this form is submitted.