2022 General Achievement Test (GAT) centres

Background

This document should be read in conjunction with the following forms:

* 2022 General Achievement Test (GAT) centres
* 2022 Approval to transfer the General Achievement Test (GAT)

VCE Providers with students enrolled in Senior VCAL or one or more VCE or scored VCE VET unit sequence must meet the VCAA requirements for the conduct and administration of VCE external assessments, as outlined in the *2022 Principal’s agreement to conduct and administer VCE external assessments*.

Principals are responsible for ensuring that their home school students are appropriately accommodated and correctly supervised for the GAT.

These responsibilities apply for all students undertaking Senior VCAL or one or more VCE or scored VCE VET unit 3-4 sequence at a provider/RTO that isn’t their home school e.g Virtual School Victoria, VET Providers, the Victorian School of Languages, other single study providers or where the assessing school differs from the home school.

All centres have a designated host school. The host school is the school where the centre is located or the nominated school coordinating the arrangements for a centre located at a site external to all of the combining schools. All GAT materials will be delivered to the host school.

Action Required

Please return the completed form/s by email to vcaa.exam.logistics@education.vic.gov.au

*(Subject: GAT Centres 2022).*

These form/s must be returned no later than **Thursday 12 May 2022**.

Contacts

For queries about **GAT centres** contactthe **Senior Project Officer, Examinations Planning and Logistics** at: vcaa.exam.logistics@education.vic.gov.au or (03) 9059 4130.

GAT Centres

All schools must complete the *2022 General Achievement Test (GAT) centres* form and return it to the VCAA by **Thursday 12 May**.

If you are a Senior VCAL provider conducting the GAT for the first time in 2022, you may want to consider transferring your students to a school within your local area that is hosting the GAT.

If you intend to conduct the GAT for the first time this year you must contact the Project Manager, Examinations Conduct and Administration at vcaa.exam.logistics@education.vic.gov.au to discuss the arrangements and requirements for the administration and conduct of the GAT.

It is a VCAA requirement that all new test/examination centres are audited with particular focus on security arrangements to ensure requirements for the conduct and administration of VCE external assessments are being met.
Note: You must also refer to [VCAA Notice 32](https://www.vcaa.vic.edu.au/administration/schooladministration/notices/2022/Pages/32.aspx) – *2022 Principal’s agreement to conduct and administer VCE external assessments and appointment of supervisors.*

From 2022, the GAT will be conducted in two separate sessions on the same day - Section A in the morning and Section B in the afternoon.

All students enrolled in one or more VCE or scored VCE VET 3-4 sequence are expected to sit both Section A and Section B of the GAT.

Senior VCAL students are expected to sit Section A only of the GAT.

Approval to Transfer the GAT

The Approval to Transfer the GAT form must be completed if you are:

* requesting the previous year’s arrangements with another school/s are continued; **and/or**
* transferring any students to another centre to complete the GAT.

Failure to complete this form will mean changes will not occur and previous year’s arrangements will not continue in 2022.

The *Approval to Transfer the General Achievement Test (GAT)* form should be returned together with the 2022 GAT centres form.

Examination Centre Summary (Written)

Schools are able to access this report on VASS.
*[STUDENT PROGRAM* ***→*** *VCE REPORTS* ***→*** *Examination Centre Summary]*

Prior to running this report change your ‘default year’ to 2021. The information provided on this report summarises the 2021 GAT centre arrangements for your school if you had students that were required to complete the GAT in 2021.

This report must be checked carefully before it is used as the basis for confirming this year’s GAT centre arrangements.

Funding External Venues

Schools requesting the VCAA to meet the hiring fee for an external venue must apply on the *Application for the Funding of an External Venue – 2022* form.

Consideration will only be given to those applications where:

1. Two or more schools share the external venue as a centre.
2. The total number of students is 10 or more per session.

The VCAA will **not** fund the cost of furniture hire, cartage and/or setting up.

The funding application form is available on VASS. [SYSTEM ADMIN*→ Downloads]*.

Completed applications must be emailed to vcaa.exam.logistics@education.vic.gov.au by **Friday 15 July.**

Funding Additional Supervisors

Information on the funding of additional assistant supervisors was provided in [VCAA Notice 32](https://www.vcaa.vic.edu.au/administration/schooladministration/notices/2022/Pages/32.aspx)

VCE Written Examinations

In late May, schools will receive information related to the establishment and/or confirmation of examination centres for VCE written examinations including Languages (CCAFL) and the VET: Creative and Digital Media (CDM) examination.

The closing date for the return of these forms will be Friday 17 June 2022.