Examination centre arrangements for the 2022 VCE written examinations

VCE Providers with students enrolled in one or more VCE or scored VCE VET Unit 3–4 sequence are required to meet VCAA requirements for the conduct and administration of VCE external assessments as outlined in the *2022 Agreement to conduct and administer VCE external assessments.*

Principals are responsible for ensuring that: their home students are appropriately accommodated and correctly supervised for all VCE external assessments.

These responsibilities apply for all students including those undertaking 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 Language 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 from all the combining schools.

All VCE external assessment materials will be delivered to the **host** school.

Action Required

Appropriate school personnel are required to carefully read this document then complete and return the following 2022 forms:

**1.** *VCE written examination centres*

**2.** *Approval to transfer VCE written examinations*

**3.** *VET Creative and Digital Media examination centres and approval to transfer*(only if you have students enrolled in MU072 – CUA31020)

Completed forms must be returned to [vcaa.exam.logistics@education.vic.gov.au](mailto:vcaa.exam.logistics@education.vic.gov.au) (Subject: VCE Centres 2022)

These forms must be returned no later than **Thursday 23 June 2022**.

Contacts

For queries aboutexamination centres, supervisors and any changes to the principal’s agreement email[vcaa.exam.logistics@education.vic.gov.au](mailto:vcaa.exam.logistics@educationl.vic.gov.au) or (03) 9059 4133

* VCE Written Examination Centres

Schools must complete the VCE written examination centres form and return it to the VCAA by **Thursday 23 June.** *Note: this form is interactive and can be completed online.*

The form should be completed as follows:

* **Section 1 and 2  
  All schools** must complete
* **Section 3**Only complete if you have:
  + Made new arrangements to transfer all your students undertaking a specific examination to  
     another school
  + Confirming previous year’s arrangements
* **Section 4**This section should only be completed if one or some of students from a larger cohort of students in an examination are being transferred to another school.  
  If only one student is enrolled in a study and that examination is being transferred, this is considered a group move and Section 3 must be completed.
* **Section 5**Schools with students expecting to use Mathematica CAS software for Further Mathematics exam 1 & 2, Mathematical Methods exam 2 and/or Specialist Mathematics exam 2, must inform the VCAA by completing the details in this section.  
  **Note:** Schools will be required to meet VCAA specifications for the use of Mathematica CAS software.  
  This information will be provided in Term 4.  
  If this is the first year your students will be using Mathematica CAS software, please notify the VCAA by sending an email to [vcaa.exam.logistics@education.vic.gov.au](mailto:vcaa.exam.logistics@education.vic.gov.au) (Subject: Mathematica CAS Software 2022)

Approval to Transfer VCE written examinations

The Approval to Transfer VCE written examinations 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.

*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 VCE written examinations form/s should be returned together with the 2022 VCE written examination centres form.

Examination Centre Summary (Written)

Schools can access this report on VASS.   
[STUDENT PROGRAM → VCE REPORTS → Examination Centre Summary]

To finalise your 2022 VCE written examination centres, schools should print a copy of the Examination Centre Summary (Written) report from VASS before determining their preferred examination centre arrangements for the 2022 VCE written examinations. The information provided on this report summarises the current 2022 VCE written examination centre arrangements for your school.

This report must be checked carefully before it is used as the basis for confirming your 2022 VCE written examination centre arrangements for your school. Please ensure that:

* all expected VCE written examinations are listed **including** those for studies that are being assessed by another school/provider/RTO;
* the number of students for each examination is correct. If it is lower or higher than the number you are expecting, you must check your enrolments immediately. If an enrolment amendment needs to be made, the appropriate forms must be downloaded from VASS, completed and returned to Student Records and Result as soon as possible together with the appropriate fees. [SYSTEM ADMIN > Downloads > SRRU – Application for Late Enrolment Amendments to 2022 either VCE/VCAL or VET]

All enrolment enquiries should be directed to **Student Records and Results Unit** **via** email to [student.records@education.vic.gov.au](mailto:student.records@education.vic.gov.au)

* VET Creative and Digital Media (CDM)

Schools with students enrolled in VET Unit 3–4 sequence of VET CDM (MU072 – CUA31020) **must** complete and return the *2022 VET Creative and Digital Media examination centres* and *approval to transfer* form.  
*Note: this form is interactive and can be completed online.*

The VET CDM examination is computer-based therefore you are required to nominate a suitable location for the conduct of this examination.

Normally, the VET CDM school/provider/RTO where your students are currently undertaking their VET CDM training would often be considered the most suitable location, however, the VCAA recommends schools investigate whether it is feasible to host this examination at your school.

In addition, it is possible that not all external providers will be able to function as a centre.

If it is not possible to conduct this examination at your school then, prior to nominating another school/provider/RTO as a centre for your students, you are required to contact the school/provider/RTO to ensure they are able to:

* provide access to a centre on the date of the VET CDM examination
* meet all technical requirements associated with the administration of the examination
* provide computers with the same specific operating system your students have been using in classes.

The **host school**/RTO **must** confirm their commitment to this arrangement by completing and signing section 2 of this form.

**Note:** VET CDM centre arrangements must be finalised even if you are aware that your students  
 will not be completing the VET CDM examination.

The VET CDM form should be completed as follows:

* **Section 1  
  All home** schools must complete this section if they have students enrolled in VET CDM.
* **Section 2**Is to be completed by the **host** school if you have made arrangements for your students to complete the VET CDM examination at another centre (school/provider/RTO).

As the home school you are responsible for ensuring that the completed form is returned to the VCAA.

* **Sections 3, 4 and 5**

These sections only need to be completed and returned by the school hosting the VET CDM examination.

* CCAFL Languages Written Examinations

CCAFL (Collaborative Curriculum and Assessment Framework for Languages)

The CCAFL written examinations will be conducted on **Wednesday 19 October.**

Schools with students enrolled in a CCAFL study will be required to host the written examination(s).

To determine if you currently have students studying one or more of the CCAFL languages listed below, you can rerun the Examination Centre Summary report in date order.

Armenian, Bengali, Bosnian, Chin Hakha, Croatian, Dutch, Filipino, Hebrew, Hindi, Hungarian, Karen, Khmer, Macedonian, Persian, Polish, Portuguese, Punjabi, Romanian, Russian, Serbian, Sinhala, Swedish, Tamil, Turkish and Yiddish.

**Note:** As of 2022, Arabic, Korean First Language and Korean Second Language examinations have been scheduled to occur in November as they are not CCAFL examinations.

* Arabic **Monday 14 November** (11:45am – 2:00pm)
* Korean First Language **Thursday 3 November** (11:45am – 2:00pm)
* Korean Second Language **Tuesday 15 November** (3.00pm – 5.15pm)
* Classical Hebrew and Classical Greek

Schools with students enrolled in Classical Hebrew and/or Classical Greek will be required to host these written examinations in 2022 .

The VCAA will provide funding for the supervision.

These examinations will be conducted on the following dates:

* Classical Hebrew Wednesday 12 October (1:55pm – 5:00pm)
* Classical Greek Monday 17 October (9.25am – 12.30pm)

This Auslan examination will be conducted on **Wednesday 19 October**.

The VCAA will allocate a centre and schedule a time for each Auslan student.

Schools will be notified in writing in the week beginning Monday 12 September.

Additional Information

Equipment

The written examinations for English as an Additional Language (EAL), Music Style and Composition, Music Performance, VET Music: Sound Production and most Languages studies, including CCAFLs, have a listening component that will require a CD to be played.

These examinations require the host school to provide a separate room (or rooms if there are two or more examinations in the one session) and the appropriate equipment for each examination. The equipment must be of a suitable quality and positioned to enable all students to hear the listening component clearly.

The following language written examinations do not have a listening component: Latin, Classical Greek, Classical Hebrew and Indigenous Languages of Victoria.

Timetable clashes

If a student has two examinations timetabled in the same session, one of the examinations will be moved to another session on the same day.

Schools should submit this request via email to: [vcaa.exam.logistics@edumail.vic.gov.au](mailto:vcaa.exam.logistics@edumail.vic.gov.au) by **Friday 15 July**.  
(Subject: Clashes 2022)

**Note:**

* Examinations with an audio component cannot be moved to another session.
* If more than one student has the same clash, then the same examination is to be moved for all   
  students with the same clash.

Three examinations on one day

If a student has three examinations scheduled on the same day, the VCAA will contact the school in writing via email, outlining the arrangements for these students. Schools will be contacted in September.

**Note:**

* A report can be run from VASS which will list both the students with a timetable clash and  
  those with three examinations on one day. [Student Program > VCE Reports > Examination Clashes]
* Language and Music examinations **must** be conducted at the **scheduled time**.

**Home** schools are **responsible** for running examinations for students with a timetable clash and/or three examinations on one day.

Student Examination/Assessment Timetables

It is the responsibility of the principal to ensure each **home** school student enrolled in a VCE or a scored VCE VET Unit 3–4 sequence is provided with their individual *Student Examination/Assessment Timetable* produced from VASS. This will inform students of their centre arrangements for the VCE written examinations.

Schools should print *Student Examination/Assessment Timetables* in the week beginning **Monday 5 September**after centre arrangements for the VCE written examinations have been finalised.

Completing the GAT and/or VCE Examinations Outside Victoria

Schools who have students, who are required to be at locations outside Victoria when they need to complete the GAT and/or VCE examinations, must seek VCAA approval and meet the eligibility requirements.

The application form, which includes the eligibility rules and service fee is available as a download on VASS.

All applications must be supported with evidence of eligibility and fees paid to finalise the approval.

Students are responsible for paying directly to the supervisor any required supervision fee as well as the cost of returning the response materials immediately to the VCAA by international courier at the conclusion of the GAT or each day they have an examination.

Completed application forms must be emailed to [vcaa.exam.logistics@education.vic.gov.au](mailto:vcaa.exam.logistics@edumail.vic.gov.au)   
by **Friday 15 July 2022**. (Subject: OS/IS application 2022)

* Supervisors

Appointment of supervisors

All schools should have appointed their 2022 supervisors. If any changes and/or additions occur to the supervisors already appointed, it will be necessary to notify the VCAA in writing immediately.

For any newly appointed supervisors, the following forms are to be completed and returned:

* Change of Chief Supervisor - (if a new chief supervisor is appointed)
* Additional Assistant Supervisors - (if assistant supervisors are appointed)

Both forms are available on VASS: [SYSTEM ADMIN > Downloads > Exams].

It is imperative that all appointed supervisors sign a *Supervisor Relationships Statutory Declaration and Conditions of Appointment* form well in advance of commencing work. This form is also available on VASS.

The signed *Supervisor Relationships Statutory Declaration and Conditions of Appointment* forms **must be retained at school** in the VCE Examination Document Register folder.

Principals must also ensure their employment practices for supervisors comply with the *Worker Screening Act (2020)* which came into effect from 1 February 2021 which makes it a legal requirement that all VCE external assessment supervisors obtain a Working with Children Check (WWCC) before commencing work unless they are eligible for an exemption under the Act. For information about applying for a WWCC and the changes to the Act, visit the Department of Justice and Community Safety webpage: [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)

Training

It is a VCAA requirement that all newly appointed chief supervisors attend training before starting their role.

This applies to:

* Newly appointed chief supervisors.
* School personnel who are responsible for the conduct and administration of VCE external assessments, and are new to this role, even if their school has an ongoing, experienced chief supervisor.
* Succession and emergency planning policies. Schools should also consider encouraging current assistant supervisors to attend one of the training sessions.

The training program will be delivered online and involve a mixture of live webinars and videos, including the opportunity to ask questions during the live telecast.

Training sessions will be held in July and August 2022. Schools were notified of the dates and registration requirements via [Notice to Schools 83](https://www.vcaa.vic.edu.au/administration/schooladministration/notices/2022/Pages/83.aspx).

* Funding

Funding Additional Assistant Supervisors (for multiple rooms within a centre)

Where schools are obliged to use multiple rooms for the examinations, the VCAA will consider applications for extra funding of assistant supervisors bearing in mind the base assumption is that there is a minimum of 20 students allocated to an examination room within a centre.

Schools requesting funding of additional supervisors must apply on the *Application for the Funding of Additional Assistant Supervisors – 2022* form.

Funding for an External Venue

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:

* Two or more schools share the external venue as a centre.
* 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 two funding application forms are available on VASS. [SYSTEM ADMIN→ Downloads].

Completed funding application forms must be emailed to [vcaa.exam.logistics@education.vic.gov.au](mailto:vcaa.exam.logistics@edumail.vic.gov.au)   
by **Friday 15 July 2022**. (Subject: Funding 2022)