

Exemption from On Demand Item Level Response Data Collection

The VCAA periodically collects de-identified On Demand Testing Item Level Response Data for item analysis and quality assurance of On Demand test scores. No action is required by schools for this process to occur.

- Complete this form by Friday 23 November 2018 only if you **do not** want your school involved in this process.
- Upon receipt of this form, the VCAA will confirm your school's exemption from this data collection program via email.

Any queries in relation to the completion of this form or the data collection process can be directed to Judy Szalay, Project Officer on (03) 9225 2364 or via email to: szalay.judy.j@edumail.vic.gov.au

COLLECTION NOTICE

The Victorian Curriculum and Assessment Authority (VCAA) is a statutory authority continued under the *Education and Training Reform Act 2006 (Vic)*. The VCAA collects the information requested in this form, which includes personal information as defined in section 3 of the *Privacy and Data Protection Act 2014 (Vic)*, for the purpose of applying for an exemption from the VCAA 'On Demand Testing Program Item Level Response Data Collection' process. The 'On Demand Testing Program Item Level Response Data Collection' is undertaken by the VCAA periodically to review and analysis test content and ensure ongoing integrity and validity of the tests. This process involves the collection of student responses to test questions. Data collected does not include a person or student's name or any other information sufficient to identify that person or students. By completing this form, data WILL NOT be collected from your school for this purpose. The personal information collected in this form will be disclosed to and used by VCAA employees and/or contractors. Unless the VCAA is authorised or required by law to do so, the VCAA will not use or disclose the personal information collected in this form except for the abovementioned purpose. If the information requested in this form is not provided, exemption from the VCAA On Demand Testing Program Item Level Response Data Collection process will not occur. When an individual's personal information is provided to the VCAA by a third party, the VCAA requests that the individual is made aware their personal information will be or has been provided to the VCAA, the purpose for which it will be or was provided and to whom it will be or is likely to be disclosed. An individual may request access to personal information the VCAA holds about them, if any, and request its correction if inaccurate. Initial enquiries regarding access to personal information held by the VCAA in relation to exemption from the VCAA On Demand Testing Program Item Level Response Data Collection process can be made by contacting the On Demand Helpdesk on 1800 827 721. The VCAA Privacy Policy can be found at: www.vcaa.vic.edu.au/Pages/aboutus/policies/privacypolicy.aspx

Please print clearly and in CAPITAL LETTERS.

SECTION A: SCHOOL AND CONTACT DETAILS

School name

VCAA school code

Phone () Fax ()

Contact person responsible for On Demand administration

Surname

First name

Email

Signature

SECTION B: PRINCIPAL'S AUTHORISATION

I declare to the best of my knowledge the information supplied on this form is correct and complete.

Name of principal

Signature Date

SECTION C: VCAA ACKNOWLEDGEMENT

VCAA USE ONLY

The VCAA acknowledges that this school has selected to be exempt from the collection of Item Level Response Data for Item Analysis.

Signature Date

Please return this form to Judy Szalay, Assessment Programs Unit, by fax on (03) 9225 2334 or email a scanned copy to szalay.judy.j@edumail.vic.gov.au