VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY

VICTORIA State Government

On Demand Testing Registration Form

Use this form to register your school's interest in using the On Demand Testing program. If the application is approved, login details and instructions on how to get set up to use this program will be sent to you within five working days from the date of approval.

For more information, visit the Victorian Curriculum and Assessment Authority website (www.vcaa.vic.edu.au) or contact the On Demand Helpdesk on 1800 827 721.

Please return this form to the On Demand Helpdesk by FAX on (03) 9225 2334, or email a scanned copy to vcaa.ondemand.support@edumail.vic.gov.au

If completing by hand, please print clearly and in CAPITAL LETTERS.

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 registering a school's interest in, and facilitating an application by a school's principal for the school's teachers to use the VCAA's On Demand Testing Program. 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, and the purpose for which it will be or was provided. The personal information collected in this form is for VCAA internal use only. It will be disclosed to and used by relevant VCAA personnel in connection with the abovementioned purpose and will not otherwise be used or disclosed by the VCAA, except with the consent of the individual, or if the VCAA is required or authorised by law to do so. If the information requested in this form is not provided, the application cannot proceed. An individual may request access to personal information the VCAA holds about them, if any, and request its correction if inaccurate. To do so, please contact 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

SECTION A: SCHOOL DETAILS

School name

VCAA school number

School address

State **Postcode**

School phone ( ) **School fax** ( )

Are you a multicampus school? (please select) ☐ **Yes** ☐ **No**

Sector (please select) ☐ **Government** ☐ **Catholic** ☐ **Independent**

SECTION B: NOMINATED ON DEMAND COORDINATOR

Please provide details for a school contact person, preferably a teacher, who will be responsible for coordinating the On Demand Testing program at the school.

Nominee's name

Nominee's email

Nominee's phone ( ) **Nominee's mobile**

SECTION C: PRINCIPAL'S AUTHORISATION

Principal's name

Principal's email

Principal's signature **Date**

PRINT

OnDemandReg.indd