**Presenter -** This video is on How to Apply for the 2024 Special Examination Arrangements Applications. We will cover how you log on to the special provision online platform, how to search for a student, and how to navigate through an application.

To access the special provision online, you do that through the VASS system. You log onto VASS. You'll need to click on the special provision tab in the menu bar, and this will open a dropdown menu. From the dropdown menu, select special examination arrangements. Click on the special examination arrangement application button, and this will launch the special provision online platform.

Image on this slide is the SPO Timed Out screen. This screen will appear in your computer has been left idle, and the system has timed out. Do not enter your username and password in this screen as this will lock you out of the platform. Click on the cross at the right hand corner of the screen and this will return you to the VCAA.

The Special Provision Online homepage has a few useful sections to be aware of. The About tab, this will link to the VCAA special provision policy and includes contact details for the special provision team. The Help tab links to support materials and downloadable forms. The notification near the bottom of the screen provides links to outstanding information, requests and applications that have expired, as well as important announcements. There are three ways to find or start a student application. Click on the student search to start a new application. Search for all current SEA applications from your school by clicking on current SEA applications. Locate a student application by the application status, e.g., drafts or being assessed. The number of applications your school has in each application statuses is also visible. On this slide, the Example school has three applications in drafts and two completed applications.

Step one: initiating an application. This video will cover the seven steps to initiate, complete, and submit a SEA application in SPO. To start a new application, click on the student search button. To search for a student from your school, either enter the student number or student given name or surname. Enter information in one search field only. Click the search button and the student's matching the search criteria will appear in the table below. Use the filter to sort the list by surname, given name or date of birth. Click the Open button next to the name of the student to initiate an application. If the student does not appear in the table, check the student has been enrolled in their subjects in VASS. The student's name and personal details will now appear on the screen. The last day to submit a SEA application is March the 8th, 2024 for long-term or known conditions, and will be displayed in the light blue box. Click Create 2024 Application.

Step two: student consent. On this page, you can save a draft and close application to continue working on the application at a later date. Click on the save draft and close button. Cancel an application, click on the cancel application. Click on the next button to navigate to the following page. Use a navigation sidebar to move between sections of the application. Click on the link to download the student consent form. Alternatively, the form can be downloaded from the help page or VASS downloads. Save the form to your computer. It can be prefilled using Adobe Acrobat or printed and completed by hand. Provide the form to the student to sign. Load the student consent form by clicking on the Choose files button. It will open your documents view on your computer. Locate the saved form. Select the signed student consent form from your computer. The selected document title will show in the Choose file field. Click on the Add Document button. The no documents have been added will be replaced with the title of your selected document.

To view the document you have uploaded, click the link under current documents to open. If removing a document, click on the remove button. Once you have uploaded the signed consent form, click on the box at the bottom of the screen to confirm the student consent form has been signed. Note that if a student consent form is not signed, the application cannot be processed by the special provision team. To navigate to the next screen, click next in the bottom right hand corner of the screen or use the navigation slide side.

Step three: school-based evidence. The school-based evidence form is required to be completed and uploaded. Click on the link to download the school-based evidence form. The school-based evidence form is the most important information supplied by schools for their students' application. This form explains to the VCAA SEA panel how the student's disability impairment or illness impacts on their learning and assessments. Complete and save the school-based evidence form to your computer. The form can be filled in electronically or printed and completed by hand. Click on the Choose Files button and locate your saved school-based evidence form from your Computer documents. Select the completed school-based evidence form. The document file path will appear in the choose file box. Click on Add Document. The file will be listed under current documents. To navigate to the next screen, click next in the bottom right hand corner of the screen or use the navigation sidebar.

Step four: categories of impairment. The category of impairment page allows you to select the disability, illness, or impairment for the student. Select one or more categories determined by the student's individual circumstance. On this slide, mental health condition and specific learning disorder have been selected. The subcategories for each of the selected disability, illness, or impairment selected will appear. Select from the list of subcategories, all that apply. If the relevant subcategory is not listed, select other and type the subcategory in the text box. To navigate to the next page, click Next in the bottom right hand corner of the screen.

Step 5: select the special provisions. This screen allows you to choose the special provisions that are required for this student's application. If a provision is required that is not listed, type it into the other provisions. Ensure that you scroll down to each of the student's subjects and tick each of the provisions required. To navigate to the next page, click Next in the bottom right hand corner of the screen or use the navigation.

Step 6: supporting evidence. Upload at least one supporting evidence document for your application. Any relevant evidence can be uploaded here, including all evidence you have considered to approve school-based provisions. The document types available are featured here. For each of the pieces of supporting evidence, select the document type that you'll be uploading. In this example, cognitive assessment is highlighted. For example, the WISC test. Click on Choose Files button and open the relevant document saved on your computer. The name of the file will appear in the chosen file field. Click on the add document and the document will appear under the Current Documents heading. Repeat this step to upload all documents for the application. To navigate to the next page, click next in the bottom right hand corner of the screen, or use the navigator sidebar.

Step 7: review and submit. This is the final page of the application. Check all required evidence has been attached. Complete boxes beside each of the page titles. Indicate complete sections. Save Draft and Close will allow the application to be completed later. Complete the school contact information. The school contact will receive all the correspondence regarding this application. Click on the declaration box to confirm all details in the application are correct and complete. Click on submit application. Incomplete boxes beside each of the page titles require you to go back to the page and complete or upload missing documents. In this example, the orange incomplete box is beside the student consent. This could be because a student consent form has not been uploaded, or the box confirming the consent form is signed has not been ticked. Address the incomplete pages. And using the Navigate sidebar, return to the review and submit page. If all section boxes are complete, submit the application. Click, Save Draft and Close to complete on a later date, the application successfully submitted box will appear. Click on yes. The application is submitted to the VCAA Special Provision.

For further information, please contact the Special Provision team.

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