**Presenter -** This Special Provision video is on how to apply for previously approved special examination arrangements. To apply for previously approved Special Examination Arrangements, or SEAs, students must be enrolled in all of their subjects in VASS. Students need to be completing a Unit 3-4 VCE or scored VCE VET Unit in 3-4 sequence or the General Achievement Test.

To apply for previously approved Special Examination Arrangements in the VASS system, you'll need to upload the signed Student Consent form and upload the current year's School-Based Evidence form. To launch special provision online through VASS, you must log into VASS and select the Special Provision in the menu bar. From the dropdown menu, select Special Examination Arrangements. The Special Provision online platform will launch.

This image is the SPO timed-out screen. This screen will appear when 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. This will return you to the VASS screen.

To start an application, whether it is a previously approved application or a new application, click on the Student Search button. Click on the Current SEA Applications button to see all of your school's applications. Alternatively, you can locate applications by application status. For example, drafts or being assessed. The number of applications your school has in each of the application status is also visible.

On this slide, the example school has three drafts and two complete. To search for a student from your school, either enter the student number or the student given name or surname. Enter information in one field only. Click the Search button and the students matching the search criteria will appear in the table below. Click the Open button to start the application. If the student does not appear in the table, check the student has been enrolled in all subjects in VASS. The individual student application will open. Note that there is a blue information box that provides the requirements for applying for a previously approved SEA application. Click on the date in the bottom table for your student to open the first step in the application process.

Step one: Student Consent. Each application requires a signed Student Consent form to be uploaded. The Student Consent form is available in three places. Click on the link, which we'll refer to in slide 11, to download the Student Consent form. Download from the SPO Help page or download from VASS downloads. Save the form to the computer. It can be pre-filled using Adobe Acrobat or printed and completed by hand. Provide the form to the student to sign. Upload the signed Student Consent form at the bottom of the Student Consent page.

In the Student Consent page, a blue button Save Draft and Close will allow you to save a draft of the application to be accessed later to complete. On this page, an application can be cancelled by selecting the orange Cancel Application button. To navigate through the application, use the Next button to move through the pages or the navigation slide bar to select the sections. On the Student Consent page, you can click on the link to download the Student Consent form. You will need to provide the form to the student or parent to sign and then scan and save the form to your computer. The form can be pre-filled using Adobe Acrobat or printed and completed by hand.

To upload the Student Consent form, click on the Choose Files button. It will open your computer documents view. Locate the saved signed Student Consent form. Select the signed Student Consent form from your computer. The selected document title will show in the choose file field. Click on Add Document button to upload the selected file. The "no documents have been added" will be replaced with the title of your document. Once you wish to view the document you have uploaded, click on the link under current documents to open.

To remove 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 the 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 sidebar.

Step two: School-Based Evidence. The School-Based Evidence form is required to be completed and uploaded. You can access the form in three locations. Download from the School-Based Evidence screen, which we'll refer to in slide 15. Download from SPO Help, or download from VASS downloads. Save the completed School-Based Evidence form to your computer. Click on the Browse 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 and the file will be listed under current documents. To navigate to the next screen, you click Next in the bottom right-hand corner of the screen or use the navigation sidebar.

Step three: Categories of Impairment. The categories of impairment page allows you to select the disability, illness, or impairment for the student. Select the category of impairment for the application the same as in the previous year. On this slide, mental health condition and specific learning and disorder are selected as the two impairment categories. The subcategories for each of the disability, illness, or impairment will appear. Select from the list of subcategories, the same subcategories as per the previous year application for the student. If the relevant subcategory is not listed, select Other and type the subcategory into the text box. To navigate the to the next page, click Next in the bottom right-hand corner of the screen.

Step four: Select the Special Provisions. This screen allows you to choose the provisions that were approved previously for the student and are required again. Any change in category, subcategory, or additional alteration of provisions from the previous year cannot be submitted via the previously approved application and a new application is required. If a provision is required that is not listed, type the provision in the other provisions text box. Ensure that you scroll down to each of the student's subjects and tick each of the provisions requested. To navigate to the next screen, you click Next in the bottom right-hand corner of the screen or use the navigation sidebar.

Step five: Supporting Evidence. The only supporting evidence required is the completed online request to apply previously approved Special Examination Arrangements form. Download online request to apply previously approved Special Examination Arrangements from this page. Also available from the VASS download or the SPO help page. Scan and save the signed completed form to your computer. In the document type field, choose online request to apply previously approved SEA from the dropdown box. Click Choose Files button and open the form saved on your computer. The name of the file will appear in the choose file field. Click Add Document and the document will appear under the current documents heading. To navigate to the next page, click Next in the bottom right-hand corner of the screen or use the navigation sidebar.

Step six: Review and Submit. This is the final page of the application. Check all required evidence has been attached. Complete boxes beside each the page titles. Indicate the 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 correspondence regarding the application. Click on the declaration box to confirm all details in the application are correct and complete. Click on Submit Application. The application successfully submitted box will then appear. Click on Yes. The application is submitted to the VCAA Special Provision.

For more information on what you have just heard, please contact the Special Provision Team.

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