***Derived Examination Scores – Webinar - Part two; Application Process***

**Slide one – cover**

My name is Catherine Carter, I am a senior project officer with the Special Provision team and I would like to welcome you to this video on Derived Examination Scores – the application process Overview.

There is a another video covering the policy overview

**Slide two – The application process**

Be prepared.

If a student calls or something happens on the day; brief the student on the process. If necessary provide them with a copy of the C1 or C2 Form to get the independent evidence, these can be downloaded from VASS. Remind them of the due dates.

* Record what happened while it is still fresh in your mind, who did you speak to, what did you witness
* Speak to the chief supervisor
* Capture evidence (incident reports, statements as needed)

The school initiates the application on VASS.

The student should be getting the C1 or C2 forms completed as soon as possible – if they cannot attend the examination due to illness or injury they need to have the C1 completed on the day.

The Student completes and submits Section A.

The school completes Section B and D – only when Section D is submitted is the application submitted.

**Slide three – Initiated through VASS**

The school initiates the application through VASS – Special Provision – Derived Examination Score – Initiate DES Application – Individual

School user must be in the Principal Statistics or VASS Administrator VASS user access groups

**Slide four – Initiated through VASS *cont*.**

It does not matter which exam you select here – what matters is the exams added by the student in Section A.

Do not select all exams – if you do you will not be able to initiate an exam at a later date.

Take note of the closing dates – the student can only add examinations to the application that have the same closing date

**Slide five – Initiated through VASS *cont*.**

You will need to confirm and then add the student’s email address.

The student will receive an email with their log on details

**Slide six – Section A - Student**

Section A is completed by the Student.

The application is for the examinations added by the student to Section A. It does not matter what is ticked in VASS or what is commented on in Section B.

The student can only add examinations to the application with the same closing date.

If the student needs to apply for a derived score for an examination that is scheduled at a later time in the examination period the school will need to initiate an additional application at that time.

**Slide seven – Accessing the application**

To complete Sections B and D you will need to log on through VASS

* Special Provision
* Derived Examination Score
* View/complete DES Application
* **School/Principal**

**Slide eight – Search for draft applicatios**

To find the application

* Set the year to the current year
* Set the status to “draft”
* Press Search
* Locate the student and select view

**Slide nine – Application dashboard**

From here you can track the completion of the application

When a tick displays in the “submitted column” that section has been completed

You can view the Students evidence by clicking on “View” in the Action Column.

**Slide ten – What happened?**

Section B is about what happened at the time.

**This is where you should be attaching:**

* Detailed statement from the school, when did you find out and how? What did you witness?
* Statement from the **Chief supervisor** and **other witnesses**
* **Incident reports**
* **Rest break log**
* In the case of **personal trauma** or a **serious intervening event** that has impacted on performance - can the school provide corroborating information?

**Slide 11 – Section D**

Section D is the schools assessment and endorsement of the application.

To the best of their ability schools should:

* Determine whether it was the student's intention to undertake the examination.
* Provide any additional information relating to the authenticity of the application (for example, confirm attendance/illness/relationship to a deceased friend/family member) and a copy of a student's attendance record, or an indication of the number of days absent.
* Determine whether the application has merit and include endorsement or otherwise based on the available information.

**Slide twelve – VASS downloads**

**Under VASS downloads**

* **Application closing dates for written examinations**
* **C1 and C2 Form**
* **User manuals –** including the quick reference guide for students (something you may also wish to have on hand)

**Slide thirteen – Key takeaways**

The key takeaways from this presentation

1. A DES is about impacts at the time of the examination, it is not about impacts throughout the year or learning that has not taken place
2. There are strict closing dates. For most examinations the due date will be the Wednesday following the week the examination was in. Check the student’s assessment timetable, these dates are really important.
3. I cannot stress this enough, timely, complete evidence is crucial. It is strongly recommended that you have on hand copies of the C1 and C2 forms and the online quick reference guide to provide students if needed. Both electronically and in hard copy.
4. Retain and submit the evidence from the day including – supervisor observations, incident reports, bathroom logs, rest break logs. Anything that helps inform the panellists about what happened and can collaborate the students evidence.

Students need to understand that the closing date is for the whole application not just the students section! They must submit leaving enough time for the school to complete Section B and D.

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