

VCE STATE REVIEWERS

Roles and responsibilities

State reviewers are employed by the Victorian Curriculum and Assessment Authority (VCAA) primarily to undertake the School-based Assessment audit each year and to provide expert advice to the VCAA on aspects of their VCE study. Each VCE study has one state reviewer. Where a study has a large enrolment the VCAA may nominate a leading study practitioner to support the state reviewer in that study.

Specifically, the state reviewer is required to:

- attend training sessions and meetings convened by the Curriculum Manager and the Program Manager, School-based Assessment Operations, as required
- where necessary, contribute to training leading study practitioners who may be contracted by the VCAA for specific short term activities.
- notify Program Manager, School-based Assessment Operations, of possible candidate schools for audit and review
- in conjunction with the Curriculum Manager contribute to the development of Units 3 and 4 online survey questions
- coordinate the assignment of audit submissions to leading study practitioners (where relevant)
- provide mentoring and support for leading study practitioners during the audit process (where relevant)
- work with the Curriculum Manager to devise appropriate forms of professional support that address concerns identified through the audit
- consult with the Curriculum Manager on individual support programs for schools where an audit submission does not meet requirements
- provide School-assessed Coursework and/or School-assessed Task reports for Units 3-4 for a study in the first year of a new accreditation period
- prepare and submit an audit report detailing characteristics of exemplars and areas of concern identified through the audit as well as recommendations for the focus of audits in future years.

1. VCAA Season of Excellence

State reviewers of VCE studies showcased in the annual VCAA Season of Excellence program will include in their role membership of the relevant VCAA Season of Excellence selection panel. Currently these studies are: Media, Visual Communication Design, Systems Engineering, Food and Technology, Product Design and Technology, Music, Dance, Drama, Theatre Studies, Art and Studio Arts. State reviewers participate in educational programs, talks and forums at Melbourne Museum.

2. Duration of the role

The state reviewer terms of appointment will apply for an initial period of two years. Towards the conclusion of the two-year appointment, the position will be advertised state-wide. The state reviewer position may be held for up to six years of continuous service. After this time, the position may only be extended in exceptional circumstances.

The role is remunerated according to the size of the cohort of students in the particular study.

3. Recruitment to the role

The VCAA will advertise state reviewer positions as vacant in November 2013, for an initial two year period beginning in January 2014. The positions will be advertised again in November 2015 and thereafter every two years, except where a state reviewer resigns from the position, or where the VCAA has reason to discontinue the person in the role.

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CONDITIONS OF APPOINTMENT

I agree in accepting appointment by the Victorian Curriculum and Assessment Authority (VCAA) in the above study/assessment of the 2014 Victorian Certificate of Education assessment program that I will observe the following conditions of my appointment:

1. That I will review/work objectively and impartially in accordance with the advice and procedures provided by the VCAA.
2. That I will ensure all due dates are met for reports and other submissions required of this position
2. That I am not currently employed by the VCAA on either an ongoing or fixed-term basis.
3. That I shall immediately inform the Manager, VCE Curriculum, or authorised delegate of the VCAA if I am or may be closely related to or associated with* any student and/or teacher undertaking Units 3 and 4 in the nominated VCE study in the 2014 VCE Assessment Program.
4. That I shall keep confidential and shall not disclose or divulge by any means or in any way to any person not authorised to receive it:
 - a) any details of assessment material entrusted to, or prepared by me in accordance with the duties of my appointment; or
 - b) any information, knowledge or materials that come into my possession as a result of my appointment.
5. That I shall not disclose or divulge any such information, knowledge or materials either during or after my period of appointment.
6. That I shall take every reasonable precaution to prevent such information or material becoming known to any unauthorised person.
7. I acknowledge that such information, knowledge or materials includes all matters relating to students, results, marks, grades and all matters directly or indirectly relating thereto.
8. That I shall immediately report to the Manager, VCE Curriculum, or authorised delegate of the VCAA any circumstances that may suggest that such information or materials has or may improperly become known to any unauthorised person, or if I become aware of any circumstance that might compromise or be seen to compromise the confidentiality expected of me and render it inappropriate for my employment with the VCAA to continue.
9. That during the period of my appointment I shall not directly or indirectly use this position in association, or in connection with, any form of advertisement or description or activity in which I may from time to time be engaged either for monetary gain or gratis. Furthermore I agree not to take part in, or to be associated with, any seminars, lectures, etc., for VCE students in this study other than work done at the specific request of or with the written approval of the Manager, VCE Curriculum, or authorised delegate of the VCAA.
10. That I shall make no public statement** about any aspects of the 2014 VCE Assessment Program in the study concerned without first consulting the Manager, VCE Curriculum, or authorised delegate of the VCAA.

* Clause 3: Close relationship or association with the following are defined as close relationships/associations and should be declared, such as husband, wife, brother, sister, son, daughter, stepson, stepdaughter, parent, grandparent, uncle, aunt, nephew, niece, cousin or similar relationships arising by marriage or by de facto or by other living arrangements or relationships. Whether there is too close an association with a student or other person obviously depends upon the relevant personal, social, business and other circumstances. You should also declare any known association to a person employed as a staff member of the VCAA. If there is any doubt about the question of 'too close a relationship' or 'too close an association', the relevant circumstances will be forwarded to the Manager, Compliance, VCAA, for further consideration and determination.

** Clause 10: Any necessary public statements will be made only by Executive members of the VCAA, Manager, VCE Curriculum, or authorised delegate of the VCAA following joint consultation.

11. I confirm that I have not accepted a voluntary resignation package, for example a Voluntary Departure Package (VDP), Voluntary Separation Package (VSP) or Resignation Incentive Scheme (RIS) from a Victorian Government agency or department within the last three years. I also confirm that I am not bound by any relevant agreement signed in relation to any other separation payment.
12. I confirm that I have no criminal record or charges pending and I understand that appointments may be subject to a police records check.
13. I have considered the circumstances regarding my health and capacity to work that might interfere with my ability to perform the duties of this position. I believe that I can carry out the duties as described.
14. I have considered the conditions under which I have worked, and any substances that I have worked with, which may have been hazardous to my health. I do not require a modified workplace as a consequence of such working conditions.
15. That all intellectual property rights created, discovered or coming into existence as a result of, or arising out of, this employment shall be the property of, and vested in, the State of Victoria (intellectual property rights include any documentation produced by the VCAA in the nominated VCE study).

Note: Final remuneration will not be made until all 2014 duties are completed.