



Examination centre arrangements for the 2025 VCE written examinations

VCE Providers with students enrolled in one or more VCE or scored VCE VET Unit 3–4 sequence are required to meet VCAA requirements for the conduct and administration of VCE external assessments as outlined in the *2025 Agreement to conduct and administer VCE external assessments*.

Principals are responsible for ensuring that: their home school students are appropriately accommodated and correctly supervised for all VCE external assessments.

These responsibilities apply for all students including those undertaking one or more VCE or scored VCE VET Unit 3–4 sequence at a provider/RTO that isn't their home school e.g., Virtual School Victoria, VET Providers, the Victorian School of Languages, other single Language providers or where the **assessing** school differs from the home school.

All centres have a designated **host** school. The host school is the school where the centre is located or the nominated school coordinating the arrangements for a centre located at a site external from all the combining schools.

All VCE external assessment materials will be delivered to the **host** school.

Action Required

Appropriate school personnel are required to carefully read this document then complete and return the following 2025 forms:

1. *VCE written examination centres*
2. *Approval to transfer VCE written examinations*
3. *VET Creative and Digital Media examination centres and approval to transfer*
(only if you have students enrolled in MU072 – CUA31020)

Completed forms must be returned to vcaa.exam.logistics@education.vic.gov.au (Subject: VCE Centres 2025)

These forms must be returned no later than **Friday 20 June 2025**.

Contacts

For queries about examination centres, supervisors and any changes to the principal's agreement email vcaa.exam.logistics@education.vic.gov.au or (03) 9059 4129

2025 VCE Written Examination Timetable

The VCE written examination timetable will be available by the end of May 2025.

• VCE Written Examination Centres

Schools must complete the VCE written examination centres form and return it to the VCAA by **Friday 20 June**.

Note: this form is interactive – download and then type directly into the form and return via email.

The form should be completed as follows:

- **Section 1 and 2 - All schools** must complete

- **Section 3**

Only complete if you:

- a) have made new arrangements to transfer all your students undertaking a specific examination to another school
- b) are confirming examination arrangements with another school from the previous year

- **Section 4**

This section should only be completed if one or more students from a larger cohort of students in an examination are being transferred to another school.

Note: If only one student is enrolled in a study and that examination is being transferred, this is considered a group move, therefore Section 3 must be completed.

Approval to transfer VCE written examinations

The Approval to transfer VCE written examinations form must be completed if you are:

- requesting the previous year's arrangements with another school/s are continued; and/or
- transferring any students to another centre.

Failure to complete this form will mean changes will not occur and previous year's arrangements will not continue in 2025.

The Approval to transfer VCE written examinations form/s should be returned together with the 2025 VCE written examination centres form.

Schools wanting to combine for examinations may access details of other schools offering VCE studies through VASS: [SCHOOL PROGRAM > Unit 3/4 Home Schools – please select Unit 4].

Examination Centre Summary (Written)

Schools can access this report on VASS. [STUDENT PROGRAM → VCE REPORTS → Examination Centre Summary]

To finalise your 2025 VCE written examination centres, schools should print a copy of the Examination Centre Summary (Written) report from VASS before determining their preferred examination centre arrangements for the 2025 VCE written examinations. The information provided on this report summarises the current 2025 VCE written examination centre arrangements for your school.

This report must be checked carefully before it is used as the basis for confirming your 2025 VCE written examination centre arrangements for your school. Please ensure that:

- all expected VCE written examinations are listed **including** those for studies that are being assessed by another school/provider/RTO;
- the number of students for each examination is correct. If it is lower or higher than the number you are expecting, you must check your enrolments immediately. If an enrolment amendment needs to be made, the appropriate forms must be downloaded from VASS, completed and returned to Student Records and Results Unit as soon as possible together with the appropriate fees.
[SYSTEM ADMIN > Downloads > SRRU – Application for Late VCE, VCE VM and VPC Enrolment Amendments]

All enrolment enquiries should be directed to **Student Records and Results Unit** via email to student.records@education.vic.gov.au

• VET Creative and Digital Media (CDM)

Schools with students enrolled in Unit 3–4 sequence of VET CDM (MU072 – CUA31020) **must** complete and return the 2025 VET Creative and Digital Media examination centres and approval to transfer form.

Note: this form is interactive - type directly into the form and return via email.

The VET CDM examination is computer-based and you are required to nominate a suitable location for the administration of this examination.

The VCAA recommends schools investigate whether it is feasible to host this examination at your school, as not all external providers will be able to function as a centre.

If it is not possible to administer this examination at your school then, prior to nominating another school/provider/RTO as a centre for your students, you are required to contact the school/provider/RTO to ensure they are able to:

- provide access to a centre on the date of the VET CDM examination
- meet all technical requirements associated with the administration of the examination
- provide computers with the same specific operating system your students have been using in classes.

The **host school/RTO must** confirm their commitment to this arrangement by completing and signing section 2 of this form.

The VET CDM form should be completed as follows:

- **Section 1**

All home schools must complete this section if they have students enrolled in VET CDM.

- If you tick '**Yes**' as conducting/hosting the VET CDM examination, you are required to click on the link in the form to provide the necessary centre details and confirm the technical requirements.
- If you tick '**No**', please complete Section 2 on the form.

- **Section 2**

To be completed by the **host** school if you have made arrangements for your students to complete the VET CDM examination at another centre (school/provider/RTO).

As the home school you are responsible for ensuring that the completed form is returned to the VCAA.

Note: VET CDM centre arrangements must be finalised even if you are aware that your student/s will not be completing the VET CDM examination. Return with the completed CDM form, the details of the student/s who will not present for the VET CDM examination.

• CCAFL Written Examinations

CCAFL (Collaborative Curriculum and Assessment Framework for Languages)

Written examinations will be conducted on **Thursday 16 October**.

Schools with students enrolled in one or more CCAFL study will be required to host the written examination(s).

To determine if you currently have students enrolled in one or more of the CCAFL studies listed below, rerun in VASS the Examination Centre Summary report in date order.

Armenian, Bengali, Bosnian, Chin Hakha, Croatian, Dutch, Filipino, Hebrew, Hindi, Hungarian, Karen, Khmer, Macedonian, Persian, Polish, Portuguese, Punjabi, Russian, Serbian, Sinhala, Swedish, Tamil and Turkish.

• Auslan

The Auslan Sign Comprehension and Sign Production examination will be conducted on **Thursday 16 October**. The VCAA will allocate a centre and schedule a time for each student enrolled in Auslan. Schools will be notified in writing in the week beginning Monday 1 September.

• Classical Hebrew and Classical Greek

Schools with students enrolled in Classical Hebrew and/or Classical Greek will be required to host these written examinations in 2025. The VCAA will provide funding for the supervision.

These examinations will be conducted on the following dates:

- | | | |
|--------------------|---------------------|-------------------|
| • Classical Hebrew | Thursday 16 October | (1.55pm – 5.00pm) |
| • Classical Greek | Tuesday 21 October | (1.55pm – 5.00pm) |

Additional Information

Equipment

The written examinations for all music and most Languages examinations, including CCAFLs, have a listening component that will require audio to be played.

The audio component will be provided both as a CD and USB.

These examinations require the host school to provide a separate room (or rooms if there are two or more examinations in the one session) and the appropriate equipment for each examination. The equipment must be of a suitable quality and positioned to enable all students to hear the listening component clearly.

The following language written examinations do not have a listening component: Latin, Classical Greek, Classical Hebrew, Auslan and Aboriginal Languages of Victoria.

Timetable clashes

If a student has two examinations timetabled in the same session, one of the examinations will be moved to another session on the same day.

Schools must submit the form, *Notification of students with examination timetable clashes* (available as a VASS download), to request to move an examination to another session. The completed form is to be returned via email to: vcaa.exam.logistics@education.vic.gov.au by **Friday 25 July**. (Subject: Clashes 2025).

On the form, you must also advise the VCAA if the student is **not** going to complete either/both examinations with a clash.

Note: 1. Examinations with an audio component cannot be moved to another session.

2. If more than one student has the same clash, then the same examination is to be moved for all students with the same clash.

Three examinations on one day

If a student has three examinations scheduled on the same day, the VCAA will email the school in September, outlining the arrangements for these students.

Note:

- A report can be run from VASS which will list both the students with a timetable clash and those with three examinations on one day. [Student Program > VCE Reports > Examination Clashes]
- Language and Music examinations **must** be conducted at the **scheduled time**.

Home schools are **responsible** for running examinations for students with a timetable clash and/or three examinations on one day.

Student Examination/Assessment Timetables

It is the responsibility of the principal to ensure each **home** school student enrolled in a VCE or a scored VCE VET Unit 3–4 sequence is provided with their individual *Student Examination/Assessment Timetable* produced from VASS. This will inform students of their centre arrangements for the VCE written examinations.

Schools should only print *Student Examination/Assessment Timetables* from the week beginning **Monday 1 September**, after centre arrangements for the VCE written examinations have been finalised.

Completing VCE Examinations Outside Victoria

Schools with students, who are required to be at locations outside Victoria during the VCE examinations, must seek VCAA approval and meet the eligibility requirements.

The application form, which includes the eligibility rules and service fee, is available as a download on VASS.

All applications must be supported with evidence of eligibility and fees paid to finalise the approval.

Students are responsible for paying directly to the supervisor any required supervision fee as well as the cost of returning the response materials immediately to the VCAA by international courier at the conclusion of each day they have an examination.

Completed application forms must be emailed to vcaa.exam.logistics@education.vic.gov.au by **Friday 25 July**. (Subject: OS/IS application 2025)

• Additional supervisor and venue funding

Funding Additional Assistant Supervisors (for multiple rooms within a centre)

Where schools are required to use multiple rooms for the examinations, the VCAA will consider applications for extra funding of assistant supervisors.

Schools requesting funding of additional supervisors must apply on the *Application for the Funding of Additional Assistant Supervisors 2025* form.

Note:

1. VCAA requires a minimum of 20 students to be allocated to an examination room within a centre.
2. Do **not** use this form for the purpose of seeking reimbursement for students with approved Special Examination Arrangements including separate rooms or small group settings.
(Refer to VCE Examination Manual 2025, Section 1.6.9)

Funding for an External Venue

Schools requesting the VCAA to meet the hiring fee for an external venue must apply on the *Application for the Funding of an External Venue 2025* form.

Consideration will only be given to applicants where:

- Two or more schools share the external venue as a centre.
- The total number of students is 10 or more per session.

The VCAA will **not** fund the cost of furniture hire, cartage and/or setup and disassembling.

The two funding application forms are available on VASS. [SYSTEM ADMIN→ Downloads].

Completed funding application forms must be emailed to vcaa.exam.logistics@education.vic.gov.au by **Friday 25 July 2025**. (Subject: Funding 2025)

• Supervisors

Appointment of supervisors

All schools should have appointed their 2025 supervisors. If any changes and/or additions to the supervisors already appointed is required, schools must notify the VCAA in writing immediately by completing and returning the relevant forms below.

- *Change of Chief Supervisor* - (if a new chief supervisor is appointed after the GAT)
- *Additional Assistant Supervisors* - (if assistant supervisors are appointed)

Both forms are available on VASS: [SYSTEM ADMIN > Downloads > Exams].

It is imperative that all appointed supervisors sign a *Supervisor Relationships Statutory Declaration and Conditions of Appointment* form well in advance of commencing work. This form is also available on VASS.

The signed *Supervisor Relationships Statutory Declaration and Conditions of Appointment* forms **must be retained at school** in the VCE Examination Document Register folder.

Principals must also ensure their employment practices for supervisors comply with the *Worker Screening Act (2020)* which requires by law for people who engage in child-related work (whether paid or unpaid) to obtain a Working with Children Check (WWCC). All VCE external assessment supervisors must have or obtain a WWCC before commencing work unless they are eligible for an exemption under the Act. For information about applying for a WWCC and the changes to the Act, visit the Department of Justice and Community Safety webpage: www.workingwithchildren.vic.gov.au

Training

It is compulsory for all newly appointed chief supervisors to attend training before starting their role.

This applies to:

- Chief supervisors appointed since the conduct of the GAT.
- School personnel who are responsible for the conduct and administration of VCE external assessments, and are new to this role, even if their school has an ongoing, experienced chief supervisor.
- Contingency and succession planning policies. Schools should also consider encouraging current assistant supervisors to attend one of the training sessions.

The training program will be delivered online and involve a mixture of live webinars and videos, including the opportunity to ask questions during the live telecast.

Training sessions will be held early in Term 4.

Schools will be notified via a Notice to Schools in Term 3 of the dates and registration requirements.