

# VASS guide: 2022 GAT Student Assessment Timetable and Special Examination Arrangements advice slips

## 1. Student GAT Assessment Timetables

Student timetables for the General Achievement Test (GAT) are now available and must be distributed to all students.

The GAT timetables can be produced from VASS using the menu **STUDENT PROGRAM > VCE Reports > Student Examination/Assessment Timetables**.

Select **Cycle 5 GAT & U3 SAT Results** .

The GAT timetables may be printed for an individual student by selecting the radio button next to the Student Number field or for ALL students or students within a Year Level/Form Group.

If the Student Number field is enabled, the student number can be entered or searched for using the search function.

Timetables printed and distributed before Monday 18 July should be discarded.

Note: Student VCE examination timetables for the October/November written examination period (Cycle 8) must **not** be produced, as centres for this assessment period is **not** yet finalised.

## 2. Examination Centre Summary (Written) reports

Information regarding GAT centres may be accessed through VASS using the menu: **STUDENT PROGRAM > VCE Reports > Examination Centre Summary (Cycle 5)**.

The information provided on these reports summarises the 2022 GAT centre arrangements for your school, including:

- the GAT centres your home school students will be attending either at your school or at another school
- students from other schools attending your centre for the GAT.

### 3. Special Examination Arrangements advice slips and summary report

Special Examination Arrangements advice slips may be produced in VASS using the menu: **STUDENT PROGRAM > VCE Reports > Special Examination Arrangements Advice Slips**.

Special Examination Arrangements for the GAT (Cycle 5) will be available progressively from **Monday 18 July**. Advice slips printed before this date should be discarded.

Special Examination Arrangements advice slips can be printed for an individual student by entering the Student Number **or** for all students in the school with Approved Special Examination Arrangements by leaving the Student Number field blank.

The student copy and school copy of the advice slips list the approved Special Examination Arrangements. The student copy must be printed and given to each student.

A summary report of all approved Special Examination Arrangements may be produced in VASS using the menu: **STUDENT PROGRAM > VCE Reports > Special Examination Arrangements Summary**.

Chief supervisors must be supplied with both the Special Examination Arrangements summary and a copy of the student's individual Special Examination Arrangements advice slip.

School personnel must ensure the chief supervisor and individual students clearly understand the approved Special Examination Arrangements. Discussion should take place between school personnel, the chief supervisor, the student and approved supervisors clarifiers, readers or scribes.

If there is any uncertainty about the arrangements provided, schools should contact Special Provision immediately for clarification.

Relevant information about Special Examination Arrangements can be downloaded from VASS using the menu **SYSTEM ADMIN > Downloads** by entering the phrase 'Special Provision' in the KEY WORD field.

The following documents are available from **Monday 18 July**:

- Guidelines for Special Examination Arrangements
- Authorised materials for students with a vision impairment
- Clarifier instructions for students with a hearing impairment
- Clarifier instructions for students with a language disorder.

#### **Emergency applications**

The 'Application for Emergency Special Examination Arrangements' is only available for requests due to the sudden onset of illness, injury or trauma arising just prior to the GAT.

The 'Application for Emergency Special Examination Arrangements' will be made available from **Wednesday 24 August**.

It is preferable that doctors/specialists complete the VCAA medical statement template for all Emergency Special Examination Arrangements applications.

Further information about [Special Examination Arrangements](#) is available on the VCAA website.