

VASS guide: 2022 Student Timetables and Examination Arrangement advice slips

1. Student Timetables

Student timetables are now available and must be distributed to all students.

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

Select **Cycle 8 – Oct/Nov Exams and U4 School-based Assess**

Student timetables produced **before** Monday 5 September should be discarded as information on VCE written examination centres and derived examination score application due dates had not been finalised and confirmed.

The Student Examination/Assessment Timetables report details the following:

- centres for VCE written examinations
- venues for performance, languages oral examinations and the Extended Investigation oral presentation
- approved alternative examination arrangements for students who have a timetable clash and/or three examinations on one day
- **final dates for receipt at the VCAA of a Derived Examination Score (DES) application.**

Student Examination/Assessment 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.

It is recommended that the order be by Date and Time of examinations.

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

The Students with Approved Alternative Examination Arrangements Only option, relates to students with a timetable clash and students with three examinations on one day.

If this option is selected, only timetables for students with alternative examination arrangements will be printed. The timetables for these students will now reflect examination time changes that have been approved by the VCAA.

Note: Documentation will be sent to school personnel responsible for the administration and conduct of VCE written examinations, confirming arrangements for students who have a timetable clash and/or three examinations on one day.

2. Examination Centre Summary Reports

Access information on VCE written examination centres through VASS using the menu: **STUDENT PROGRAM > VCE Reports > Examination Centre Summary (Cycle 8)**

The information provided on these reports summarises the VCE written examination centre arrangements for your school including the following:

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

Seating Plans for VCE written examinations – the above menu can also assist schools with the preparation of seating plans by changing the following radio buttons:

- **Study/GAT** – Chose the individual VCE written examination
- **Include Student Details** – Yes
- **Report Type** – Export List
- **Report Order** – Date and Student Number.

3. Special Examination Arrangements advice slips and summary report

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

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

By selecting **Cycle 8 October/November Examinations**, information relating to approved Special Examination Arrangements for all **VCE external assessments** (performance, oral and written examinations, Extended Investigation oral presentations) will display.

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**.

Students with approved Special Examination Arrangements who come from a different home school can be displayed by selecting the 'Include Non Home School Students' radio button.

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, interpreters or scribes.

If there is any uncertainty about the arrangements provided, schools should contact Special Provision immediately for clarification on 1800 205 455.

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

The following documents are available:

- 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
- Application for Emergency Special Examination Arrangements*

** The 'Application for Emergency Special Examination Arrangements' is only available for requests that arise from two weeks prior to, or during, an examination period.*

It is preferable that health professionals 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.