

2024 Supervisors

To be completed and returned by Thursday 7 March 2024 to vcaa.exam.logistics@education.vic.gov.au

Collection Notice

Personal information is collected in this document for the purpose of facilitating your school's application to oversee the administration and conduct of VCE external assessments and the appointment of examination supervisors. Please refer to the Collection Notice located on page 4 of this document for further details.

School name

VCAA School number

SUPERVISOR APPOINTMENTS

Principals appoint supervisors subject to the conditions set out by the VCAA and under employment procedures established by the school council or school board. It is advisable that supervisors have a current police records check. Principals must also ensure that their employment practices for supervisors comply with the *Worker Screening Act (2020)*, that commenced on 1 February 2022. It is a **legal requirement** that all VCE written examination supervisors obtain an employment Working with Children Check (WWCC) before commencing work, unless they are eligible for an exemption under the Act.

For information about applying for a WWCC, visit the Department of Justice and Community Safety webpage: www.workingwithchildren.vic.gov.au

The chief supervisor is accountable to the principal for the administration and conduct of VCE external assessments.[†]

If new, the chief supervisor must be available to attend training.

Teachers or members of the administration staff at the school are **not** permitted to act as supervisors. This includes any contract or temporary staff who do not meet the conditions of employment as outlined below.

Any person appointed as a supervisor must not have accepted a voluntary resignation package, for example a Voluntary Departure Package (VDP), Voluntary Separation Package (VSP) from any Victorian Public sector employer for a minimum period of three calendar years from the date of separation or be bound by any relevant agreement signed in relation to any other separation payment.

All appointed supervisors are required to complete the **Supervisor Relationships Statutory Declaration and Conditions of Appointment** well in advance of the first day of employment. Supervisors cannot be employed at a school where they have taught VCE Units 1–2 and/or 3–4 in the last two years. This includes teaching these units as a CRT.

If there is any doubt about meeting any of the conditions for supervisor appointments and/or the question of a 'relationship' or 'association', the principal or delegate must forward the relevant circumstances to the Project Manager, Examinations Conduct and Administration (vcaa.exam.logistics@education.vic.gov.au) for further consideration or advice.

CONDITIONS OF APPOINTMENT FOR SUPERVISORS

Chief supervisors cannot be:

1. Related to or associated with **any** student required to sit the GAT or any student undertaking a VCE Unit 3 or 4 study in 2024.
2. Teaching **or** tutoring **any** student required to sit the GAT or any student in a VCE Unit 3 or 4 study in 2024.
3. Related to or associated with **any** person engaged in teaching, tutoring or coaching any students required to sit the GAT or any student undertaking a VCE Unit 3 or 4 study in 2024, or **any** school personnel engaged in organising or checking VCE external assessment materials on behalf of a school in 2024.
4. Employed by the school in any other capacity, including as a teacher, casual relief teacher (CRT) or a member of the administration staff.

Assistant supervisors cannot be:

1. Related to or associated with **any** student required to sit the GAT or any student undertaking a VCE Unit 3 or 4 study in 2024 at **your school**.
2. Teaching **any** student required to sit the GAT or any student in a VCE Unit 3 or 4 study in 2024.
3. Tutoring a student required to sit the GAT or any student in a VCE Unit 3 or 4 study in 2024 at **your school**.
4. Related to or associated with **any** person engaged in teaching, tutoring or coaching any students required to sit the GAT or any student undertaking a VCE Unit 3 or 4 study in 2024, or **any** school personnel engaged in organising or checking VCE external assessment materials at **your school**.
5. Employed by the school as a teacher (excluding CRT) or member of the administration staff.

MATTERS TO BE CONSIDERED WHEN APPOINTING SUPERVISORS

- Priority must be given to supervisors, particularly chief supervisors, who are prepared to supervise all VCE external assessments.
- It is recommended that partners or close relatives of a chief supervisor not be nominated as first assistant supervisor at the same centre. They should only be part of the supervisor team if there are more than two supervisors.
- If the student group comprises males and females, it is recommended at least one supervisor of each gender is appointed.

Examples of related to or associated with students or any person include: children, via relatives/relationships by marriage or de facto or by other living arrangements, friends, neighbours, business or community associates, tutoring or teaching relationships.

Examples of related to or associated with schools (or educational organisations) means a school or educational organisation at which you teach or have taught, tutored, or attended immediately before your employment, or with which a spouse or other person with whom you have a relationship or association with as defined above, is involved with VCE Unit 3 or 4 in 2024, or you are a member of the administration or teaching staff.

[†] VCE external assessments includes the General Achievement Test (GAT), VCE written examinations and the Extended Investigation Critical Thinking Test.

Principal's signature

Date

____ / ____ / 2024

When appointing either new or previous years' supervisors it is imperative that the following information is checked with them **prior** to completing the form:

1. Do they meet the conditions of appointment for 2024?
2. Are the ongoing supervisors still available, willing to undertake the role for 2024 and are their details still correct?

CHIEF SUPERVISOR DETAILS

GAT VCE written examinations Critical Thinking Test

Title **First name**
(Mr, Mrs, Miss, Ms)

Surname

Address
(street name not PO BOX)

State **Postcode**

Telephone **Mobile**
(mandatory)

Email

In 2024, is this person:

1. Related to or associated with **any** student required to sit the GAT or any student undertaking a VCE Unit 3 or 4 study? **Yes*** **No**
2. Teaching **or** tutoring **any** student required to sit the GAT or any student in a VCE Unit 3 or 4 study? **Yes*** **No**
3. Related to or associated with **any** person engaged in teaching, tutoring or coaching any students required to sit the GAT or any student undertaking a VCE Unit 3 or 4 study, or **any** school personnel engaged in organising or checking VCE external assessment materials on behalf of a school? **Yes*** **No**
4. Employed at your school in any other capacity, including as a teacher, casual relief teacher (CRT) or a member of the administration staff? **Yes*** **No**

* If you have answered YES to any of the above questions, this person **must not** be employed as a chief supervisor.

To be completed only if appointing a different chief supervisor for:

VCE written examinations Critical Thinking Test

Title **First name**
(Mr, Mrs, Miss, Ms)

Surname

Address
(street name not PO BOX)

State **Postcode**

Telephone **Mobile**
(mandatory)

Email

In 2024, is this person:

1. Related to or associated with **any** student required to sit the GAT or any student undertaking a VCE Unit 3 or 4 study? **Yes*** **No**
2. Teaching **or** tutoring **any** student required to sit the GAT or any student in a VCE Unit 3 or 4 study? **Yes*** **No**
3. Related to or associated with **any** person engaged in teaching, tutoring or coaching any students required to sit the GAT or any student undertaking a VCE Unit 3 or 4 study, or **any** school personnel engaged in organising or checking VCE external assessment materials on behalf of a school? **Yes*** **No**
4. Employed at your school in any other capacity, including as a teacher, casual relief teacher (CRT) or a member of the administration staff? **Yes*** **No**

* If you have answered YES to any of the above questions, this person **must not** be employed as a chief supervisor.

ASSISTANT SUPERVISOR DETAILS
 GAT
 VCE written examinations
 Critical Thinking Test
Title
First name

(Mr, Mrs, Miss, Ms)
Surname
Address
 State
Postcode
Telephone **Mobile**
In 2024, is this person:

1. Related to or associated with **any** student required to sit the GAT or any student undertaking a VCE Unit 3 or 4 study at **your school**? **Yes*** **No**
2. Teaching **any** student required to sit the GAT or any student in a VCE Unit 3 or 4 study? **Yes*** **No**
3. Tutoring a student required to sit the GAT or any student in a VCE Unit 3 or 4 study at **your school**? **Yes*** **No**
4. Related to or associated with **any** person engaged in teaching, tutoring or coaching any students required to sit the GAT or any student undertaking a VCE Unit 3 or 4 study, or **any** school personnel engaged in organising or checking VCE external assessment materials at **your school**? **Yes*** **No**
5. Employed at your school as a teacher (excluding CRT) or member of the administration staff? **Yes*** **No**

*If you have answered YES to any of the above questions, this person **must not** be employed as an assistant supervisor.

 GAT
 VCE written examinations
 Critical Thinking Test
Title
First name

(Mr, Mrs, Miss, Ms)
Surname
Address
 State
Postcode
Telephone **Mobile**
In 2024, is this person:

1. Related to or associated with **any** student required to sit the GAT or any student undertaking a VCE Unit 3 or 4 study at **your school**? **Yes*** **No**
2. Teaching **any** student required to sit the GAT or any student in a VCE Unit 3 or 4 study? **Yes*** **No**
3. Tutoring a student required to sit the GAT or any student in a VCE Unit 3 or 4 study at **your school**? **Yes*** **No**
4. Related to or associated with **any** person engaged in teaching, tutoring or coaching any students required to sit the GAT or any student undertaking a VCE Unit 3 or 4 study, or **any** school personnel engaged in organising or checking VCE external assessment materials at **your school**? **Yes*** **No**
5. Employed at your school as a teacher (excluding CRT) or member of the administration staff? **Yes*** **No**

*If you have answered YES to any of the above questions, this person **must not** be employed as an assistant supervisor.

Note:

1. **Chief Supervisors** – should any changes occur to the appointment of a chief supervisor or any of the details provided on this form, complete and return the **Change of Chief Supervisor** form available on VASS.
2. **Assistant Supervisors** – should any changes and/or additions occur, complete and return the **Additional Assistant Supervisors** form available on VASS.
3. Retain a copy of all completed forms in the **VCE Examination Document Register** folder.

ASSISTANT SUPERVISOR DETAILS
 GAT **VCE written examinations** **Critical Thinking Test**
Title **First name**
(Mr, Mrs, Miss, Ms)
Surname
Address
 State **Postcode**
Telephone **Mobile**
In 2024, is this person:

1. Related to or associated with **any** student required to sit the GAT or any student undertaking a VCE Unit 3 or 4 study at **your school**? **Yes*** **No**
2. Teaching **any** student required to sit the GAT or any student in a VCE Unit 3 or 4 study? **Yes*** **No**
3. Tutoring a student required to sit the GAT or any student in a VCE Unit 3 or 4 study at **your school**? **Yes*** **No**
4. Related to or associated with **any** person engaged in teaching, tutoring or coaching any students required to sit the GAT or any student undertaking a VCE Unit 3 or 4 study, or **any** school personnel engaged in organising or checking VCE external assessment materials at **your school**? **Yes*** **No**
5. Employed at your school as a teacher (excluding CRT) or member of the administration staff? **Yes*** **No**

*If you have answered YES to any of the above questions, this person **must not** be employed as an assistant supervisor.

 GAT **VCE written examinations** **Critical Thinking Test**
Title **First name**
(Mr, Mrs, Miss, Ms)
Surname
Address
 State **Postcode**
Telephone **Mobile**
In 2024, is this person:

1. Related to or associated with **any** student required to sit the GAT or any student undertaking a VCE Unit 3 or 4 study at **your school**? **Yes*** **No**
2. Teaching **any** student required to sit the GAT or any student in a VCE Unit 3 or 4 study? **Yes*** **No**
3. Tutoring a student required to sit the GAT or any student in a VCE Unit 3 or 4 study at **your school**? **Yes*** **No**
4. Related to or associated with **any** person engaged in teaching, tutoring or coaching any students required to sit the GAT or any student undertaking a VCE Unit 3 or 4 study, or **any** school personnel engaged in organising or checking VCE external assessment materials at **your school**? **Yes*** **No**
5. Employed at your school as a teacher (excluding CRT) or member of the administration staff? **Yes*** **No**

*If you have answered YES to any of the above questions, this person **must not** be employed as an assistant supervisor.

COLLECTION NOTICE

The Victorian Curriculum and Assessment Authority (VCAA) is a statutory authority continued under the *Education and Training Reform Act 2006 (Vic)*. The VCAA collects the information requested in this form, which includes personal information as defined in section 3 of the *Privacy and Data Protection Act 2014 (Vic)*, for the purpose of facilitating your school's application to oversee the administration and conduct of Victorian Certificate of Education (VCE) external assessments which includes the appointment of supervisors for the VCE external assessment/s hosted by your school. When an individual's personal information is provided to the VCAA by a third party, the VCAA requests that the individual is made aware their personal information will be or has been provided to the VCAA, the purpose for which it will be or was provided and to whom it will be or is likely to be disclosed. The personal information collected in this form will be disclosed to and used by relevant VCAA employees and/or contractors for and in connection with the abovementioned purpose. The personal information collected will not otherwise be used or disclosed by the VCAA, except with the consent of the individual, or if the VCAA is required or otherwise permitted by law to do so. If the requested information is not provided, your school will not be permitted to oversee the administration and conduct of VCE external assessments and/or the persons nominated in this form will not be able to supervise the VCE external assessments hosted by your school. An individual may request access to personal information the VCAA holds about them, if any, and request its correction if inaccurate. To do so, please contact Assessment Operations on (03) 9059 4141. The VCAA Privacy Policy can be found at www.vcaa.vic.edu.au/Footer/Pages/Privacy.aspx.