

# Application for Statement of Marks and Inspection of Examination Response Materials 2023

Further information about Statements of Marks and Inspections of Examination Response Materials, including associated rules and conditions, can be found at:  
www.vcaa.vic.edu.au/assessment/results/Pages/inspection-exam-response-mat.aspx.

**Applications close 2 February 2024. There is no provision for late applications. Applications received after this date will not be processed.**

Please see **COLLECTION NOTICE** on page 2

## STEP 1: Confirm your details

Name

Address

Postcode

Telephone (  )  Student mobile

Student number  Date of birth

Student email address

## STEP 2: Make your choice

**Note: Inspections are not available for any Dance, Drama and Theatre Studies performance examinations, VCE Languages oral examinations and the VCE Extended Investigation oral presentation. For Music performance examinations, only audio recordings are available.**

Inspections may take place at your school with the principal's permission. When schools are closed, inspections may take place at the VCAA.

If you are applying for Inspection of Examination Response Materials when school is closed (please tick)

Study	Statement of	Statement of Marks		Inspection of Examination Response Materials	
	Study Score	Exam 1	Exam 2	Exam 1	Exam 2
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Vision-impaired students may specify an alternative format if required. The VCAA will advise the applicant if the specified format is not feasible.

Alternative format:

## STEP 3: Delivery method (select one only)

Post  Email (You can only select this option if you registered to receive your VCE results by email. Your statements will be sent to the email address recorded by your school.)

## STEP 4: Signatures (all students must sign here)

Student signature  Date

If applying for an inspection to occur at your school, your principal must sign and provide the principal's school email address for receipt of the examination response materials.

Principal or delegate signature  Date

School name

Principal's or delegate's email

## STEP 5: Costs and payment details (Note: there is no cost for Statement of Marks and Study Score).

Only complete this section if you are applying for **Inspection of Examination Response Materials**. This document becomes a Tax Invoice upon payment. Please make a copy of this form for your own taxation records as no receipt will be supplied. **Cash is not accepted. Refunds are not available.**

Inspection of Examination Response Materials Quantity:  at \$26.35 each Total \$  (GST exempt)

Cheque/Money order (payable to the VCAA)

Mastercard  Visa Card number  Expiry date

Cardholder name

Cardholder signature  Date

Telephone (  )  Mobile

## STEP 6: Submit application

Return your completed application and payment by **email**: student.records@education.vic.gov.au **OR post**: Student Records & Results Unit, VCAA, Level 7, 2 Lonsdale Street, Melbourne VIC 3000

## Are you looking for more details about your 2023 VCE Results?

### COLLECTION NOTICE – Application for Statement of Marks, Study Score and Inspection of Examination Response Materials 2023

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 within the meaning of the *Privacy and Data Protection Act 2014* (Vic) and may also include personal and health information within the meaning of the *Health Records Act 2001* (Vic), for the purpose of facilitating an application for a Statement of Study Score, Statement of Examination Marks, Statement of General Achievement Test (GAT) Marks, Inspection of Examination Response Materials and/or to listen to a recording of your Music Performance Examination. The personal and/or health information collected in this form will be disclosed to and used by relevant VCAA employees and/or contractors for and in connection with the above mentioned purpose. The personal and/or health 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. When an individual's personal and/or health information is provided to the VCAA by a third party, the VCAA requests that the individual is made aware their personal and/or health 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. If the requested information is not provided on this form, your application will not be processed. An individual may request access to personal and/or health information the VCAA holds about them, if any, and request its correction if inaccurate. To do so, please contact VCAA Student Records and Results Unit on (03) 9032 1742. The VCAA Privacy Policy can be found at: [www.vcaa.vic.edu.au/Footer/Pages/Privacy.aspx](http://www.vcaa.vic.edu.au/Footer/Pages/Privacy.aspx)

### Statement of Study Score

This shows your specific graded assessment scores and explains how your study score was calculated. There is no fee to obtain a Statement of Study Score.

### Statement of Examination Marks

This shows the mark you received for each question or criterion on the examination and the maximum mark obtainable. It also contains the range of scores that correspond to the grade you received. There is no fee to obtain a Statement of Marks.

### Statement of General Achievement Test (GAT) Marks

This shows the correct response and your response to each multiple-choice question, your total mark for each multiple-choice component and your mark for the written components. There is no fee to obtain a Statement of General Achievement Test (GAT) Marks.

### Inspection of Examination Response Materials

You may inspect your written examination response materials including the GAT or listen to an audio recording of your Music performance examination. Inspections are not available for any Dance, Drama and Theatre Studies performance examinations, VCE Languages oral examinations and the VCE Extended Investigation oral presentation. Audiovisual recordings are not available for any examination.

Inspections should take place at your school with the principal's permission. The examination response material(s) will be sent securely via email to the principal. You will need to make an appointment with the school for the inspection.

When schools are closed, inspections may take place at the VCAA by appointment.

#### Before an inspection you must obtain the relevant Statement of Marks.

VCE examination response materials do not contain any assessor's marks or comments and remain the property of the VCAA.

The VCAA recommends that your subject teacher be present when inspecting the examination response material(s). If your teacher is not available, you should contact your school to discuss the possibility of a suitable substitute. The substitute should be a teacher who is teaching the study at the same level.

There is a fee of \$26.35 per examination.

The duration of the inspection is between 15 and 30 minutes per examination.

In exceptional cases, where it can be demonstrated that a clear error has occurred in the assessment of a question(s) on a written examination, the VCAA may consider a VCE Examination Score Review Application, which must be made by your school principal and supported by your subject teacher. To be considered by the VCAA, the application must comply with the guidelines that are available to schools.

## APPLICATION CLOSING DATE

**Application for Statement of Marks, Statement of Study Score and Inspection of Examination Response Materials 2023 closes Friday, 2 February 2024.**

There is no provision for late applications. Applications received after this date will not be processed.