

Extended Investigation Critical Thinking Test (CTT) Centres

This form must be **COMPLETED** and **RETURNED** no later than **Thursday 9 March 2023** to: vcaa.exam.logistics@education.vic.gov.au (subject: CTT centre)

Please retain a completed copy of this form in the VCE Examination Document Register folder.

The date of the Extended Investigation Critical Thinking Test is Wednesday 2 August 2023 at 10.00am

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 administration of Victorian Certificate of Education (VCE) external assessments. 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, it will mean that your school will not be able to administer VCE external assessments. An individual may request access to personal information the VCAA holds about them, 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

SECTION 1: HOME SCHOOL DETAILS

School Name

VCAA School Code

Contact person

Position

Telephone () (Business hours) **Mobile**

Email:
(Business hours)

Is your school conducting the 2023 Extended Investigation Critical Thinking Test?

- Yes** (Go to Sections 2, 3 and 4 and complete all sections)
- No** (Provide the name of the host school below, sign and return the form together with the Approval to transfer form)

Host School Name

Enquiries about technical matters or procedures for the conduct of the CTT should be directed to: Assessment Operations Unit at:

vcaa.assessment.operations@education.vic.gov.au

Principal's signature **Date** / / 2023

SECTION 2: CENTRE AND EXTENDED INVESTIGATION TEACHER DETAILS

Centre Name
(eg. Computer Lab)

Teacher's Name **Title** (Mr, Mrs, Miss, Ms)

Telephone () (Business hours) **Mobile**

Email:

Home school = Student's main school

Host school = the school where the Critical Thinking Test will be conducted

SECTION 3: TECHNICAL REQUIREMENTS

How many computers are available at the centre? Will students be using **BYOD**? **No** **Yes*** * if 'Yes' VCAA may be in touch for additional information.Will you be using more than one room? **No** **Yes** Number of rooms Seat capacity per room

List the type of devices that will be used. Where there is more than one type, provide details for each device:

Type of Device (PC, Laptop, Tablet)	Model Name	Operating System	Web Browser/s installed and included on this device <small>Version number required</small>	Screen Resolution	Size of Monitor

Indicate the type of internet connection available to students:

Type of Internet Connection and Name of Provider <small>(please specify)</small>	Download Speed - Actual (Mbps)	Upload Speed - Actual (Mbps)

Describe the general performance of the internet connection at your school, outlining any known issues or concerns that may impact the delivery of this online test.
(eg. Any noticeable internet performance degradation at certain times of the day)

SECTION 4: TECHNICAL SUPPORT PERSON

Person 1:

Name Title (Mr, Mrs, Miss, Ms)Workplace Telephone () (Business hours) Mobile Email:

Person 2:

Name Title (Mr, Mrs, Miss, Ms)Workplace Telephone () (Business hours) Mobile Email:

The technical support person will be required to complete and sign a 'Relationships Statutory Declaration and Conditions of Appointment' and must not be either a teacher of, or related to, any student undertaking a VCE unit 3 and 4 study in 2023.

The completed 'Relationships Statutory Declaration and Conditions of Appointment' must be retained in the VCE Examination Document Register folder.