2023 General Achievement Test (GAT) and Extended Investigation Critical Thinking Test (CTT) centres, principal’s agreement and appointment of supervisors

Background

This document should be read in conjunction with the following 2023 forms:

* **2023 Agreement to conduct and administer VCE external assessments**
* **2023 General Achievement Test (GAT) centres**
* **Extended Investigation Critical Thinking Test (CTT) centres**
* **2023 Approval to transfer the GAT and Extended Investigation CTT**
* **2023 Supervisors**.

VCE providers with students enrolled in one or more VCE (including the Vocational Major) or scored VCE VET Unit 3–4 sequence or Senior VCAL must meet the VCAA requirements for the conduct and administration of VCE external assessments (including the GAT and Extended Investigation CTT), as outlined in the 2023 Agreement to conduct and administer VCE external assessments.

Principals are responsible for ensuring that their **home** school students are appropriately accommodated and correctly supervised for all VCE external assessments, including those undertaking one or more VCE or scored VCE VET Unit 3–4 or Senior VCAL sequence at a provider or registered training organisation (RTO) that isn’t their home school.

All centres have a designated **host** school. The host school is the school where the centre is located or the nominated school coordinating the arrangements for a centre located at a site external to all the combining schools. All VCE external assessment materials will be delivered to the host school.

Principals appoint supervisors subject to the conditions set out by the VCAA and under employment procedures established by the School Council or School Board. Principals must also make sure their employment practices for supervisors comply with the *Worker Screening Act* (2020), which came into effect from 1 February 2021 and makes it a requirement for all persons wanting to engage in VCE external assessment supervision work to 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 and the changes to the Act, go to the Department of Justice and Community Safety at [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au).

Action required

All VCE providers must carefully read this document then complete and return the following 2023 forms:

1. **2023 Agreement to conduct and administer VCE external assessments**
2. **2023 General Achievement Test (GAT) centres**
3. **Extended Investigation Critical Thinking Test (CTT) centres** – if applicable
4. **2023 Approval to transfer the GAT and Extended Investigation CTT** – if applicable
5. **2023 Supervisors** – if your school is hosting VCE external assessments.

Please return the completed forms as separate pdf attachments in the same email (if possible) to vcaa.exam.logistics@education.vic.gov.au (subject line: Agreement and/or GAT/CTT centres and/or Supervisors 2023).

These forms must be returned no later than **Thursday 9 March**.

Contacts

For queries about GAT and CTT centres, contact the **Senior Project Officer, Examinations Planning and Logistics** at vcaa.exam.logistics@education.vic.gov.au or (03) 9059 4130.

For queries about the principal’s agreement and supervisors, contact the **Project Manager, Examinations** **Conduct and Administration** at vcaa.exam.logistics@education.vic.gov.au or (03) 9059 4133.

2023 Agreement to conduct and administer VCE external assessments

Principals must complete and sign the **2023 Agreement to conduct and administer VCE external assessments** to certify that they will comply with all VCAA requirements for conducting and administering VCE external assessments.

The management of these requirements may be delegated, but the principal must sign to certify that the VCAA’s requirements and procedures will be followed.

Where all students at the school are completing VCE external assessments elsewhere, home school principals are still required to certify that they will comply with the responsibilities specific to these circumstances, as per the **2023 Agreement to conduct and administer VCE external assessments** (see points 14, 16, 18 and 21).

The completed form must be signed and returned to the VCAA by **Thursday 9 March**.

GAT centres

All schools must complete the **2023 General Achievement Test (GAT) centres** form and return it to the VCAA by **Thursday 9 March**.

If you will conduct the GAT for the first time this year, you must contact the Project Manager, Examinations Conduct and Administration at vcaa.exam.logistics@education.vic.gov.au to discuss the arrangements and requirements for the administration and conduct of the GAT.

Extended Investigation CTT centres

Schools offering Extended Investigation are required to complete and return the application forms by **Thursday 9 March**. You will be required to outline technical equirements and establish procedures for the conduct and administration of the Extended Investigation CTT.

If transferring your students to another school, you must also complete the **2023 Approval to transfer the GAT and Extended Investigation CTT** form.

The technical support person will be required to complete and sign a **Relationships statutory declaration and conditions of appointment**. This document is available on VASS.

Approval to transfer the GAT and Extended Investigation CTT

You must complete the **2023 Approval to transfer the GAT and Extended Investigation CTT** form if you are transferring students to another centre.

Failure to complete this form will mean that the transfer will not occur in 2023.

The form should be returned together with each respective 2023 centres form.

Appointment of supervisors

Supervisor details must be forwarded to the VCAA on the **2023 Supervisors** form by **Thursday 9 March**.

It is imperative that:

* the conditions of appointment on the front page of the form are read and understood before nominating supervisors
* before nominating ongoing supervisors, you must confirm that for this year they are available,
still meet the VCAA eligibility requirements and their contact details are correct
* all appointed supervisors sign a **Supervisor relationships statutory declaration and conditions of appointment**, available as a VASS download. This must be completed well in advance of their first day of employment. The signed document **must be** **retained at school** in the VCE Examination Document Register folder.

Should any changes and/or additions occur later in the year, you must notify the VCAA by completing the **Additional assistant supervisors** or **Change of chief supervisor** forms that are available as VASS downloads [SYSTEM ADMIN → Downloads].

Supervisor allocation rules

The VCAA will meet the cost of supervision according to the following supervisor allocation rules:

|  |  |
| --- | --- |
| No. of students | No. of supervisors |
| 10–70 students | 1 chief supervisor and 1 assistant supervisor |
| 71–140 students | 1 chief supervisor and 2 assistant supervisors |
| 141–200 students | 1 chief supervisor and 3 assistant supervisors |
| 201–260 students | 1 chief supervisor and 4 assistant supervisors |
| 261–320 students | 1 chief supervisor and 5 assistant supervisors |
| 321–380 students | 1 chief supervisor and 6 assistant supervisors |
| 381–440 students | 1 chief supervisor and 7 assistant supervisors |
| 441+ students | 1 chief supervisor and 8 assistant supervisors |

Note: For GAT and VCE written examination sessions with fewer than 10 students, schools are required to pay the cost of the supervision unless you have combined with another school. If so, the VCAA will cover the cost of a chief supervisor.

Supervisor payments

The VCAA provides schools with the funds for the payment of supervisors based on the current supervisor allocation rules.

The rate of pay for the GAT and for VCE examinations on the Northern Hemisphere Timetable (NHT) is **$40.99** for chief supervisors and **$36.76** for assistant supervisors.

The rate of pay for the Extended Investigation CTT is **$41.40** for chief supervisors and **$37.13** for assistant supervisors.

Session rates are based on a minimum number of hours which will be listed in the *VCE examination manual* *2023*. It is also listed in the previous year’s VCE Examination Manual on page 16.

Chief supervisors will be paid an additional three hours for work associated with checking GAT stationery and test papers after delivery.

An additional administrative allowance will also be paid for work associated with the preparation of the materials, the packaging of the response materials for courier collection and for the handing over of the materials to the courier.

The administrative allowance is based on the total number of students presenting at a centre for each GAT session.

The funds provided by the VCAA do not include payment for setting-up furniture in the centre. School personnel are responsible for the centre set up.

Supervisor training sessions

It is a VCAA requirement that all newly appointed chief supervisors and newly appointed school personnel responsible for conducting and administering VCE external assessments attend training before starting their role.

The VCAA also recommends that schools consider sending an assistant supervisor to a training session to assist with succession and contingency planning.

Training sessions will be held online in May using Webex.

More information about training dates, including registration, will be provided in a Notice to Schools before the end of Term 1.

Additional information

Student examination and assessment timetables

The individual student timetable will inform students of their centre arrangements for the GAT.
It is the principal’s responsibility to make sure each **home** school student enrolled in a VCE or a scored VCE VET Unit 3–4 sequence is provided with their individual **Student examination and assessment timetable** produced from VASS.

Student examination and assessment timetables for GAT will be available in the week commencing **Monday 15 May**.

For CTT, the individual timetables will be available in the week commencing Monday 17 July

Funding additional assistant supervisors (for multiple rooms within a centre)

Where schools are obliged to use multiple rooms for the GAT, the VCAA will consider applications for extra funding of assistant supervisors, bearing in mind the base assumption is that there is a minimum of 20 students allocated to an examination room within a centre.

Schools requesting funding of additional supervisors must apply using an **Application for the funding of additional assistant supervisors 2023**form.

Funding external venues

Schools requesting the VCAA to meet the hiring fee for an external venue must apply using an **Application for the funding of an external venue 2023**form.

Consideration will only be given to those applications where:

* two or more schools share the external venue as a centre
* the total number of students is 10 or more per session.

The VCAA will **not** fund the cost of furniture hire, cartage or set up.

The two funding application forms are available on VASS [SYSTEM ADMIN → Downloads].

Completed applications must be emailed to vcaa.exam.logistics@education.vic.gov.au by **Thursday 6 April**.

VCE written examinations

In the week commencing Monday 17 May, schools will receive information related to the establishment and/or confirmation of examination centres for VCE written examinations, including Languages (CCAFL) and VET Creative and Digital Media examination.

The closing date to return forms outlining arrangements for these VCE external assessments is Friday 16 June.