

VASS guide: 2024 VCE written examinations

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Student Assessment Timetables for VCE written examinations

Student Assessment Timetables for VCE written examinations are now available on VASS and must be distributed to all students.

Please note

2024 VCE written examination Student Assessment Timetables printed before Monday 2 September must be discarded.

Student Assessment Timetables are produced via VASS from the following menu:

STUDENT PROGRAM > VCE Reports > Student Examination/Assessment Timetables

You now have two report options; produce Student Assessment Timetables for an individual or group of students. To produce an Assessment Timetable for all students or students within a Year Level/Form Group, select the second radio button.

For all students sitting 2024 VCE written examinations at your school, select ALL from the dropdown menu for Year Level. For a particular group of students, choose Year Level and Form Group options as required.

- In the dropdown menu for Cycle, select 8 – Oct/Nov Exam and U4 SAT and SAC
- For the Include Non Home School Students field, choose Yes to include all students from other schools who will sit 2024 VCE written examinations at your school's examination centre/s.
- Use the radio buttons to clarify the output/format you want in the report.
- Click Run Student Examination / Assessment Timetables Report.

To produce an Assessment Timetable for an individual student, select the first radio button and enter the Student Number.

- In the dropdown menu for Cycle, select 8 – Oct/Nov Exam and U4 SAT and SAC
- For the Include Non Home School Students field, choose Yes for a student from another school who will sit the 2024 written examinations at your school's examination centre/s.
- Use the radio buttons to clarify the output/format you want in the report.
- Click Run Student Examination / Assessment Timetables Report.

Please note

Students with a timetable clash - Schools will be notified via email when the 2024 VCE written examination Student Assessment Timetables will be available for these students.

Examination Centre Summary (Written) reports

Examination Centre Summary (Written) reports for the 2024 VCE written examinations are now available on VASS.

The information provided in these reports summarises the 2024 VCE written examinations examination centre arrangements, including:

- the students from your school who will sit the 2024 VCE written examinations at your school's examination centre/s
- the students from your school who will sit the 2024 VCE written examinations at another school's examination centre/s
- the students from other schools who will sit the 2024 VCE written examinations at your school's examination centre/s

Please note

2024 VCE written examination Examination Centre Summary (Written) reports printed before Monday 2 September must be discarded.

Examination Centre Summary (Written) reports are produced via VASS from the following menu: STUDENT PROGRAM > VCE Reports > Examination Centre Summary

In the dropdown menu for Cycle, choose 8 – Oct/Nov Exam and U4 SAT and SAC

In the dropdown menu for Study/GAT - choose the relevant study or ALL

- Graded Assessment – select a specific study or 'All'

For the Include Non Home School Students field, choose Yes for all students from other schools who will sit the 2024 VCE written examinations at your school's examination centre/s.

Use the radio buttons to clarify the output/format you want in the report.

Click Run Examination Centre Summary.

Seating Plans – VCE written examinations

The Examination Centre Summary Reports can be used to assist you in creating seating plans for the VCE written examinations.

Detailed instructions are provided in Appendix 13, page 125 of the *VCE Examination Manual*.

Special Examination Arrangements – Advice slips and Summary reports

Special Examination Arrangements (SEA) advice slips and Summary reports for the 2024 VCE written examinations will be available from Monday 2 September on VASS.

The school must print and give each student with approved Special Examination Arrangements the student copy of the SEA advice slip.

The school must supply chief supervisors and all school personnel responsible for the conduct and administration of the 2024 VCE written examinations with both the school copy of the SEA advice slips and the SEA Summary report. If a school has combined with another school for VCE external assessments, the host school must be advised in advance of any approved Special Examination Arrangements.

School personnel must ensure the Chief Supervisor and individual students clearly understand the approved Special Examination Arrangements. Discussions should take place between school personnel, chief supervisors, the student and approved supervisors, clarifiers, readers, scribes and Auslan interpreters.

If there is any uncertainty about the arrangements approved by the VCAA, schools should contact Special Provision immediately for clarification.

The following documents on Special Examination Arrangements are currently available on VASS (SYSTEM ADMIN > Downloads):

Special Provision – 2024 Guidelines for Special Examination Arrangements

Special Provision – 2024 Authorised materials for students with a vision impairment

Special Provision – 2024 Clarifier instructions for students who are deaf or hard of hearing

Special Provision – 2024 Clarifier instructions for students with a language disorder

Please note

2024 VCE written examination SEA advice slips and summary reports printed before Monday 2 September must be discarded.

SEA advice slips are produced via VASS from the following menu: STUDENT PROGRAM > VCE Reports > Special Examination Arrangements > Advice Slips

You now have two report options; produce SEA advice slips for all students sitting the 2024 VCE written examinations at your school with approved Special Examination Arrangements or to produce a SEA advice slip for an individual student.

To produce SEA advice slips for all students sitting the 2024 VCE written examinations at your school with approved Special Examination Arrangements, leave the Student Number field blank.

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- In the dropdown menu for Cycle, choose 8 – October/November Examinations
- In the dropdown menu for Study/GAT - choose ALL or the relevant study
- In the dropdown menu for Graded Assessment – select a specific examination, if applicable

For the Include Non Home School Students field, choose Yes to include all students from other schools who will sit the 2024 VCE written examinations at your school's examination centre/s.

Use the radio buttons to clarify the output/format you want in the report.

Click Run Special Examination Arrangements Advice Slips.

To produce Special Examination Arrangements advice slips for an individual student, enter the Student Number:

- In the dropdown menu for Cycle, choose 8 – October/November Examinations
- In the dropdown menu for Study/GAT - choose ALL or the relevant study
- In the dropdown menu for Graded Assessment – select a specific examination, if applicable

For the Include Non Home School Students field, choose Yes for a student from another school who will sit the 2024 VCE written examinations at your school's examination centre/s.

Use the radio buttons to clarify the output/format you want in the report.

Click Run Special Examination Arrangements Summary.

Special Examination Arrangements Summary reports are produced via VASS from the following menu: STUDENT PROGRAM > VCE Reports > Special Examination Arrangements Summary

To produce a Special Examination Arrangements Summary report for all students sitting the 2024 VCE written examinations at your school with approved Special Examination Arrangements, leave the Student Number field blank.

- In the dropdown menu for Cycle, choose 8 – October/November Examinations
- In the dropdown menu for Study/GAT - choose ALL or the relevant study
- In the dropdown menu for Graded Assessment – select a specific examination if applicable

For the Include Non Home School Students field, choose Yes to include all students from other schools who will sit the 2024 VCE written examinations at your school's examination centre/s.

Use the radio buttons to clarify the output/format you want in the report.

Click Run Special Examination Arrangements Summary.

Emergency Special Examination Arrangements

Schools may submit an **Application for Emergency Special Examination Arrangements** if a student experiences a sudden illness, accident or personal circumstance immediately before or during the 2024 VCE written examinations, available on VASS (SYSTEM ADMIN > Downloads) from Wednesday 18 September. If the school's application for Emergency Special Examination Arrangements is for an illness or accident, the provided Health Professional Statement on page 2 completed by the student's primary treating health professional is preferred. A medical report which addresses the questions in the health professional statement may be sufficient. For matters relating to personal trauma, schools are recommended to contact Special Provision for advice. For more information, go to [Special examination arrangements for VCE external assessments](#)

Special Examination Arrangements Rest Break Log

For students approved rest breaks, schools can now produce individual Special Examination Arrangements Rest Break Logs pre-populated with the student, assessment and approved SEA details.

Special Examination Arrangements Rest Break Logs are produced via VASS from the following menu: STUDENT PROGRAM > VCE Reports > Special Examination Arrangements > Rest Break Log

To produce a Special Examination Arrangements Rest Break Log for an individual student, enter the Student Number:

- In the dropdown menu for Cycle, choose 8 – October/November Examinations
- In the dropdown menu for Study/GAT - choose ALL or the relevant study
- In the dropdown menu for Graded Assessment – select a specific examination if applicable

Select Yes in the 'Include non home school students sitting at your centre' field to include all students from other schools who will sit the 2024 VCE written examinations at your school's examination centre/s.

Use the radio buttons to clarify the output/format you want in the report.

Click Run Special Examination Rest Break Log.

To produce Special Examination Arrangements Rest Break Logs for all students sitting the 2024 VCE written examinations at your school with approved Special Examination Arrangements, leave the Student Number field blank:

- In the dropdown menu for Cycle, choose 8 – October/November Examinations
- In the dropdown menu for Study/GAT - choose the relevant study or ALL
- In the dropdown menu for Graded Assessment – select a specific examination if applicable

Select Yes in the 'Include non home school students sitting at your centre' field to include all students from other schools who will sit the 2024 VCE written examinations at your school's examination centre/s.

Use the radio buttons to clarify the output/format you want in the report.

Click Run Special Examination Rest Break Log.