

2024 Agreement to conduct and administer VCE external assessments

COLLECTION NOTICE

Personal information is collected in this document for the purpose of facilitating your school's application to oversee the conduct and administration of VCE external assessments. Please refer to the Collection Notice located on page 2 of this document for further details.

Principals must complete and sign this agreement to certify that their school will comply with all Victorian Curriculum and Assessment Authority (VCAA) requirements for conducting and administering VCE external assessments - this includes the General Achievement Test (GAT), all VCE examinations and the Extended Investigation Critical Thinking Test (CTT) and oral presentations.

Information in this agreement relating to the VCE includes the Vocational Major (VM) unless stated otherwise.

Where all students at a school are sitting VCE external assessments elsewhere, home school principals are still required to certify that they will comply with the responsibilities specific to these circumstances (refer to points 16, 18, 20 and 23).

Strict compliance with the procedures set out in this document is required. Principals are responsible for their school's compliance with the VCAA's requirements. Accordingly, principals must review their obligations carefully, and ensure school personnel are aware of and comply with these requirements.

Principals are reminded of the serious consequences that may result from non-compliance and if a breach of this agreement occurs, a school's authorisation to host VCE external assessments will be subject to review.

Please retain a **signed copy** of this agreement in your *VCE Examination Document Register* folder.

This agreement must be submitted on or before **Thursday 7 March 2024**.

PRINCIPAL'S RESPONSIBILITIES

Please note: references in the agreement to 'assessment materials' includes the GAT, VCE examinations and the Critical Thinking Test.

Principals are required to implement the following procedures as outlined:

1. Comply with VCAA secure storage requirements for VCE external assessments, ensuring the VCAA is informed in writing of any proposed changes to the secure storage arrangements during the year.
2. Put in place adequate security arrangements for the access and movement of assessment materials from the secure locked repository to the centre. This must be done by two authorised personnel, as listed on this agreement, one of whom must be the chief supervisor.
Assessment materials can only be removed from secure storage up to an hour before any scheduled session unless alternative arrangements have been formally approved by the VCAA.
Before each scheduled session, authorised personnel must jointly confirm they have the correct examination/test(s) materials by entering the examination/test details, including the date and time of the examination/test(s), on the VCE Access Log prior to removing the materials from the secure room.
3. Ensure the security and integrity of VCE external assessments are maintained at all times.
If you have any concerns about the security and/or integrity of the assessment materials, you must immediately notify the Senior Project Manager, Examinations Planning and Logistics.
4. If hosting computer-based examinations, ensure that you meet the VCAA technical requirements for these examinations.
5. Ensure two authorised personnel, one of whom must be the chief supervisor, regularly check assessment materials for signs of tampering before and during the conduct of VCE external assessments.
6. Document the names and roles of school personnel and supervisors with authorised access to the secure room while the assessment materials are in the school, listing any VCE Units 3 and 4 studies taught and/or close relationships with students studying VCE Units 3 or any person teaching VCE Units 3 and 4.
7. Ensure the VCAA is notified in writing of any changes to the personnel with access to the secure room. This includes any change of chief supervisor. Complete the *Change of authorised personnel* form available on VASS.
8. Ensure as a minimum that the VCAA required number of supervisors is employed per session for each VCE external assessment and that their correct details are provided to the VCAA on the appropriate form.
9. Ensure that the appointed chief supervisor and each assistant supervisor meet VCAA eligibility criteria and also comply with all Victorian and relevant Commonwealth Acts and Regulations relating to the operation of workplaces. All appointed supervisors must complete the *Supervisor relationships statutory declaration and conditions of appointment* well in advance of their first day of supervision.
10. Ensure new chief supervisors and new school personnel responsible for the administration of VCE external assessments attend a VCAA training session covering the conduct and administration of VCE external assessments.
It is recommended that you consider sending assistant supervisors to a training session particularly if they are the main support for your chief supervisor but also to assist your school with succession and contingency planning.
11. Ensure the chief supervisor and school personnel brief all supervisors on their responsibilities in relation to the conduct and administration of VCE external assessments.
12. Ensure all supervisors are paid as soon as possible at the conclusion of the GAT and VCE written examinations.
13. Ensure appropriate school personnel are available to carry out the following tasks before students enter the examination room:
 - verify student identification
 - check approved materials

In addition, appropriate school personnel should be available while external assessments are being conducted and at their conclusion to support supervisors and assist with student welfare, e.g., toilet break escorts, illness, evacuation.

14. Ensure that the only people entering the examination room once papers are removed from secure packages are supervisors, external assessment students and VCAA representatives.
The principal is able to enter if there is an emergency.
15. Ensure school personnel assist VCAA representatives in any of the following:
 - an audit of VCE external assessment administration procedures
 - a school observation visit,
 - an investigation into a possible breach of the VCAA rules; and/or
 - an investigation into any non-compliance of this agreement.
16. Ensure all students completing the GAT including Numeracy and Literacy receive copies of the GAT brochure and students enrolled in one or more VCE or scored VCE VET Units 3 and 4 studies receive a copy of the *2024 VCE Exams Navigator* and are briefed on VCAA rules and approved materials and equipment for VCE external assessments.
17. Ensure all VCE external assessments are conducted in line with any advice, as provided by the VCAA at the time of the external assessment and any additional School Operational guidelines provided by the Department of Education.
18. Ensure all home school students are appropriately accommodated at an approved centre and are issued with individual student assessment timetables. This includes students that are being assessed externally from their home school. If your students are attending a centre externally from their home school, it is your responsibility to ensure that the students are provided with the address of the host school.
Students completing performance examinations, Languages oral examinations and the Extended Investigation oral presentation must be issued with advice slips. Student assessment timetables and advice slips are available from VASS on specific dates.
19. Ensure all relevant VCAA correspondence and documentation related to the conduct and administration of VCE external assessments are provided to the chief supervisor in a timely manner, including information relating to students with any of the following:
 - approved Special Examination Arrangements
 - three examinations on one day
 - examination clashesChief supervisors must also be provided with documentation covering the delivery schedule of assessment materials and secure courier collection.
20. Ensure all information about Special Examination Arrangements approved by the VCAA is conveyed to relevant school personnel, the chief supervisor and students and there is a common understanding amongst all parties as to what has been approved and how the provisions will be implemented.
Where relevant, any additional supervisors, scribes, clarifiers, Auslan interpreters or readers must also be briefed to ensure they also share the same understanding of what has been approved and how provisions will be implemented well before the external assessment date.
The home school must take responsibility for their students with approved special examination arrangements. This includes either hosting these examinations or providing appropriate supervisors to another school that has agreed to host these examinations.
Schools may be non-compliant with this Agreement if Special Examination Arrangements are granted by a school without VCAA approval.
Note: There must be a common understanding amongst students, supervisors and school staff about arrangements for three examinations on one day and/or examination clashes.
21. Ensure the chief supervisor receives all *Examination Centre Messages*, including 'Proceed normally', at the time of receipt by the school and that the chief supervisor acts on any relevant instructions as directed by the VCAA. A process must be implemented that ensures all rooms conducting an external assessment receive the messages.
22. If you are hosting students from other schools at your centre, ensure your school's specific rules for the conduct and administration of VCE external assessments are communicated to their principal prior to the examination period.
23. If your school has students sitting VCE external assessments at another school you must ensure they are made aware:
 - of the host school's specific rules for the conduct and administration of VCE external assessments
 - they will need to take appropriate photographic identification with them so they can be identified prior to entering the examination room.
24. Ensure the centre is suitably resourced with adequate lighting, heating and cooling and is in a quiet location with a minimum amount of external noise or disruption.
Centres must be set up with sufficient space and furniture to allow for one student per table.
25. Ensure appropriate arrangements are in place for the secure courier collection of completed assessment materials from locations outside the school. Transportation of these materials to these locations, by either the chief supervisor or school personnel, must be undertaken using a private motor vehicle or taxi.
26. If a student-free day occurs during a VCE external assessment period, you must ensure appropriate school personnel can be contacted by the VCAA, supervisors and students.
27. Before a VCE external assessment period, ensure all appropriate school personnel and supervisors are familiar with the centre specific emergency plan, including the emergency plan for locations external to the school.
Adequate numbers of school personnel must be available to help supervisors evacuate and monitor VCE students in the event of an emergency.
A designated evacuation area must be set aside so that students completing the VCE external assessments can be kept separate from other students in the school.

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 conduct and 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 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 conduct or administer VCE external assessments. 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

SECURITY REQUIREMENTS – PLEASE ENSURE ALL 4 QUESTIONS ARE ANSWERED

Is your school HOSTING the:

- GAT – Section A Yes No
- GAT – Section B Yes No
- Extended Investigation Critical Thinking Test Yes No
- VCE written examinations Yes No

If you have answered **NO** to all questions, proceed directly to the Principal's Declaration; otherwise complete the remainder of the agreement.

1. Security Storage

All VCE external assessment materials must be stored in a dedicated *secure locked repository in a **secure room that has been approved by the VCAA. Any access to this room **must** be restricted to the authorised personnel listed on this agreement, whilst the VCE external assessment materials are in the school.

1.1. Tick the option below that best describes the secure storage arrangements for your school:

- A locked filing cabinet locked in a secure room.
- A locked cupboard locked in a secure room.
- A locked safe, locked in a secure room.
- Locked sealed containers, locked in a cupboard in a secure room.
- Other – please provide details:

1.2. Has the secure room and/or secure locked repository changed since the last VCAA audit? Yes No

Do not include changes made as a result of your last audit.

If **YES**, what has changed?

1.3. If the secure room has changed, have photos of the new secure room and a map showing the location of the new secure room compared to the old secure room been sent to the VCAA? Yes No N/A

If **YES**, when was this information sent?

1.4. External centres

If your school uses an external centre, please provide details on how the collection and storage of the VCAA secure materials is managed on the day. Prior approval must be granted for materials to be removed for more than one session at the same time. School personnel must complete the '2024 Request to remove VCE external assessment materials' form available from the Project Manager, Examinations Conduct and Administration to obtain this approval.

1.5. Centres based at a school

The VCAA's expectation is that when a centre is based at a school, only the VCE external assessment materials for the relevant session will be removed from secure storage and transported to the centre by two authorised personnel, one being the chief supervisor.

If the principal believes there are valid reasons to vary this arrangement, the school must complete the '2024 Request to remove VCE external assessment materials early' form.

This form can be obtained from the Project Manager, Examinations Conduct and Administration at vcaa.exam.logistics@education.vic.gov.au

The school must seek and have written approval granted from the VCAA each year in order to remove VCE external assessment materials early.

Approval for any arrangement that is different from VCAA expectations will also include strict requirements about the storage of the VCE external assessment materials.

2. Authorised Personnel

A list of authorised personnel approved to enter the secure room must be recorded on this agreement.

There must be a minimum of three and not more than five personnel authorised to enter the secure room while VCE external assessment materials are in the school unless special approval for alternative arrangements is granted by the VCAA.

Authorised personnel must include the chief supervisor and can also be members of the teaching or administrative staff.

The VCAA acknowledges that it is not always possible for a principal to nominate school staff without connections to the teaching of VCE Units 3 and 4 studies or a close relationship with students undertaking a VCE Unit 3 or 4 study. Where such connections and relationships exist, it is critical that the principal is satisfied that appropriate steps are taken to ensure that the integrity of the individual concerned, the school, the VCE external assessment materials and associated processes is maintained.

* secure locked repository/s

– lockable filing cabinets, cupboards, containers and/or safe

** secure room

– lockable room with no external access, including windows or doors without a secure covering

Please list in the table below, the chief supervisor and all school personnel, who have been authorised to enter the secure room when VCE external assessment materials are at the school. School personnel must be made fully aware of VCAA security protocols.

Only individuals listed are authorised to have the ability to enter the secure room during this time.

There must **always** be two authorised personnel present whenever VCE external assessment materials are accessed.

Authorised personnel must sign the *VCE Access Log* **every** time VCE external assessment materials are accessed.

PRINCIPAL'S DECLARATION

I _____ to _____ (Print Principal's Name)	have read and understand the Principal's Responsibilities contained in this document and agree to comply with all VCAA requirements for conducting and administering VCE external assessments.
Signature _____	Date _____ / _____ / 2024

Please retain a signed copy of this agreement in the *VCE Examination Document Register* folder.

Any enquiries should be directed to the Project Manager, Examinations Conduct and Administration at vcaa.exam.logistics@education.vic.gov.au or on (03) 9059 4133

Authorised Personnel with access to the VCAA approved secure storage (whilst the VCE external assessment materials are in the school)

Note: only the people listed on this table can access the secure room and transport VCE external assessment materials to the centre.

This table must be completed with ALL columns addressed.

A. Name of Authorised Personnel <i>(Chief supervisor must be listed)</i>	B. Role	C. Teaches VCE Unit 3-4? If YES, identify study/s Note: If teaching any VCE Unit 3-4 study, you must not have access to the GAT or the VCE study being taught		D. Close Relationships i.e. related to any student completing VCE Unit 3-4 and/or any person teaching VCE Unit 3-4 If YES for: • Student/s – list VCAA student number • Teacher/s – list study and school		E. Does this person have independent access to the approved secure storage? i.e. do they have independent access to a key or code or electronic access through a swipe card?	
		Y or N	Study	Y or N	Student/Teacher details	Y or N	
						Secure Room	Secure Repository
1.							
2.							
3.							
4..							
5.							

- If **YES**, has been answered for columns (c) and/or (d) and the person also has the key to the secure repository, you must outline a specific suitable strategy detailing how the integrity of the individual concerned, the school and the VCE external assessment processes will be maintained. **Note:** *An example of a strategy is to have another secure locked repository in the same approved secure room containing those specific VCE external assessment materials to which the individual concerned does not have access. It is a VCAA requirement (item 2 of the Principal's Agreement), that the chief supervisor, together with one of the above people access the VCE external assessment materials, therefore this by itself is not a specific suitable strategy.*
- If none of the above people hold the keys to the secure repository (inside the secure room), you will need to outline how these keys are accessed. If only one person holds the keys you will need to outline a contingency plan should that one person be unavailable.

Strategies and Contingencies

This form was completed by: _____

Email: _____

Any queries on the content of the form will be emailed to this person.

Note: If details of authorised personnel change throughout the year, please complete and submit the Change of Authorised Personnel form, available as a VASS download. Ensure all changes are conveyed to the chief supervisor and kept with this Agreement.