

2024 Approval to transfer VCE written examinations

If your school has made arrangements with any other school to transfer any VCE written examinations you must complete this form.

If transferring to more than one school complete one form per school.

This form is in two sections: **Section 1** is to be completed by the home school and **Section 2** is to be completed by the host school.

The **home school** should return this form together with the **2024 VCE examination centres** form.

Note: if returning separately, email to vcaa.exam.logistics@education.vic.gov.au (Subject: VCE Transfer Form 2024)

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

VCAA School Number

Are you transferring all examinations to the host school? Yes No ▶ If NO, please list the examinations below.

Examination/s

Home school name

Principal's name

Principal's signature Date / / 2024

SECTION 2: HOST SCHOOL

VCAA School Number

I have agreed to accommodate students from the above home school.

Host school name

Principal's name
(Host school)

Principal's signature Date / / 2024
(Host school)