

2024 VCE written examination centres

To be completed and returned by Friday 14 June 2024 to vcaa.exam.logistics@education.vic.gov.au (include subject: VCE centres 2024)

Refer to the Examination Centre Summary (Written) prior to completing this form.

Personal information is collected in this document for the purpose of facilitating your school's administration of Victorian Certificate of Education (VCE) external assessments. Please refer to the Collection Notice located on page 2 of this document.

SECTION 1: HOME SCHOOL DETAILS

VCAA School number

School name

Contact person

Position

Telephone
(Business hours) (After hours – this will only be used in an emergency during the assessment periods)

Mobile

Email

SECTION 2: CENTRE DETAILS

The above home school will be using the following centre/s for the VCE written examinations.

Provide the full centre name of each centre (for example, Smith Hall, library, gym, VCE wing, room 204).

CENTRE 1

Centre name

Site address

Do you require the VCAA to move some examinations from Centre 1 to any additional centres* you will be using?

- Yes** ▶ If YES, provide details below of:
- Each centre that will be used for the conduct of the VCE written examinations.
 - How you want the VCAA to move the students to each centre by choosing ONE of the 3 options provided.

No ▶ If NO, continue to page 2.

*Additional centres can be within the school grounds, external to the school or a combination of both.

ADDITIONAL CENTRE

CENTRE 2

Centre name

Site address

CENTRE ALLOCATION

- | | | |
|---------------------------------------------------|------------------------------------------------------------|------------------------------------|
| Option 1 – Dates | For example, Centre 1 = Tue 29 Oct – Fri 8 Nov | Centre 2 = Mon 11 Nov – Wed 20 Nov |
| Option 2 – Quantity of Students by Session | For example, Centre 1 = Sessions greater than 100 students | Centre 2 = All other sessions |
| Option 3 – Examinations | For example, Centre 1 = All other exams | Centre 2 = All audio exams |

CENTRE 1	CENTRE 2 (additional)
<i>Office use only</i>	

You must complete and return the **Approval to transfer VCE written examinations** form if your school is making any of the following arrangements:

- retaining the arrangements you had in 2023 with another school*
- transferring any students to another school*.

Failure to complete and return the approval form will mean that changes will not occur and previous year's arrangements will not continue in 2024.

* For each school hosting your students an **Approval to transfer VCE written examinations** form must be completed.

SECTION 3: TRANSFERRING EXAMINATIONS TO ANOTHER SCHOOL

Examination	Name of host school where the examination will be conducted	Approval form attached
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

SECTION 4: TRANSFERRING A STUDENT TO ANOTHER SCHOOL

This section is to be used only if a student from a larger cohort of students for an examination is being transferred to another school.

However, if only one student is enrolled in a study, this is classified as a group move and Section 3 must be completed.

Examination	Student number	Student name	Name of host school where the examination will be conducted	Approval form attached
				<input type="checkbox"/>
				<input type="checkbox"/>

Principal's signature

Date

 / / 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, 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.