

2024 VET Creative and Digital Media examination centres and approval to transfer

To be completed and returned, by all schools/RTOs with students enrolled in VET Creative and Digital Media, by Friday 14 June 2024 to vcaa.exam.logistics@education.vic.gov.au (Subject: VET CDM Centres 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.

VCAA School number

SECTION 1: HOME* SCHOOL DETAILS

Office use

School name

Contact person

Position

Telephone (Business hours) ()

Email

Is your school conducting the 2024 VET Creative and Digital Media examination?

Yes ▶ If YES, complete all details for Sections 3, 4 and 5; sign and return this form.

No ▶ If NO, only Section 2 must be completed and signed by the host school.
(As the home school you are responsible for ensuring that the form is signed by both principals before being returned to the VCAA.)

It is important when allocating your students to another school that you consider the computer operating systems required (i.e Windows or Mac) and that the required software programs are also available.

Note: If you are making arrangements with more than one host school:

- A completed form is required per host school.
- Provide a list of students with each of the completed forms (incl. student names and VCAA numbers).

Home school Principal's signature

Date

SECTION 2: HOST† SCHOOL

Office use

I have agreed to accommodate students from the above home school for the VET Creative and Digital Media examination.

Host school name

Principal's name Host school

Principal's signature Host school

Date

*Home school = Student's main school/RTO.

†Host school = The school/RTO where the centre is located or the school/RTO coordinating the arrangements for an external centre.

IMPORTANT

If you are **not** conducting the VET Creative and Digital Media examination you are **not** required to complete Sections 3, 4 and 5.

SECTION 3: EXAMINATION CENTRE

Office use

Centre name
(eg. Computer Lab, J-Cluster, Room 101)

VET CDM Teacher

Email

Telephone ()
(Business hours)

SECTION 4: TECHNICAL REQUIREMENTS

- How many computers are available at the examination centre?
- Are you prepared to accept additional students from other schools/RTOs? Yes No
- Indicate operating system:
 Windows (10 or 11) MacOSX 10.13 – 14.00
Note: Any new operating systems not listed above, will not be supported.
- Indicate which software and version will be available to students for the exam.

Software programs	Tick	Enter details of version available at your school
Photoshop CS5* 2021 and above or CC* 2023 and above	<input type="checkbox"/>	
Dreamweaver CS5 2021 and above or CC 2023 and above	<input type="checkbox"/>	
Animate CS5 2021 and above or CC 2023 and above	<input type="checkbox"/>	
Adobe Media Encoder CS5 2021 and above or CC 2023 and above	<input type="checkbox"/>	
Notepad/TextEdit	<input type="checkbox"/>	
Browser, minimum of two, such as Google Chrome or Mozilla Firefox (offline)	<input type="checkbox"/>	
Calculator, if not in-built, calculator app to be included	<input type="checkbox"/>	

Note: Help files for the CS suite are **not** to be downloaded

*(CS) Creative Suite and (CC) Creative Cloud

SECTION 5: TECHNICAL SUPPORT PERSON

Title
(Mr, Mrs, Miss, Ms)

Name

Workplace

Postcode

Telephone ()
(Business hours)

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

Mobile

Email

The technical support person will be required to sign a statutory declaration and must not be either a teacher of, or closely related to, any student undertaking the **VET Creative and Digital Media** examination.