

# 2025 Supervisors

To be completed and returned by Thursday 6 March 2025 to [vcaa.exam.logistics@education.vic.gov.au](mailto:vcaa.exam.logistics@education.vic.gov.au)

## Collection Notice

Personal information is collected in this document for the purpose of facilitating your school's application to oversee the administration and conduct of VCE external assessments and the appointment of examination supervisors. Please refer to the Collection Notice located on page 4 of this document for further details.

School name

VCAA School number

## SUPERVISOR APPOINTMENTS

Principals appoint supervisors subject to the conditions set out by the VCAA and under employment procedures established by the school council or school board. It is advisable that supervisors have a current police records check. Principals must also ensure that their employment practices for supervisors comply with the *Worker Screening Act* (2020), that commenced on 1 February 2022. It is a **legal requirement** that all VCE written examination supervisors obtain an employment Working with Children Check (WWCC) before commencing work, unless they are eligible for an exemption under the Act.

For information about applying for a WWCC, visit the Department of Justice and Community Safety webpage: [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)

The chief supervisor is accountable to the principal for the administration and conduct of VCE external assessments.<sup>†</sup>

If new, the chief supervisor must be available to attend training.

Teachers or members of the administration staff at the school are **not** permitted to act as supervisors. This includes any contract or temporary staff who do not meet the conditions of employment as outlined below.

Any person appointed as a supervisor must not have accepted a voluntary resignation package, for example a Voluntary Departure Package (VDP), Voluntary Separation Package (VSP) from any Victorian Public sector employer for a minimum period of three calendar years from the date of separation or be bound by any relevant agreement signed in relation to any other separation payment.

All appointed supervisors are required to complete the ***Supervisor Relationships Statutory Declaration and Conditions of Appointment*** well in advance of the first day of employment. Supervisors cannot be employed at a school where they have taught VCE Units 1–2 and/or 3–4 in the last two years. This includes teaching these units as a CRT.

If there is any doubt about meeting any of the conditions for supervisor appointments and/or the question of a 'relationship' or 'association', the principal or delegate must forward the relevant circumstances to the Project Manager, Examinations Conduct and Administration ([vcaa.exam.logistics@education.vic.gov.au](mailto:vcaa.exam.logistics@education.vic.gov.au)) for further consideration or advice.

## CONDITIONS OF APPOINTMENT FOR SUPERVISORS

Chief supervisors cannot be:

1. Related to or associated with **any** student required to sit the GAT or any student undertaking a VCE Unit 3 or 4 study in 2025.
2. Teaching **or** tutoring **any** student required to sit the GAT or any student in a VCE Unit 3 or 4 study in 2025.
3. Related to or associated with **any** person engaged in teaching, tutoring or coaching any students required to sit the GAT or any student undertaking a VCE Unit 3 or 4 study in 2025, or **any** school personnel engaged in organising or checking VCE external assessment materials on behalf of a school in 2025.
4. Employed at the school in any other capacity, including as a teacher, casual relief teacher (CRT) or a member of the administration staff.

Assistant supervisors cannot be:

1. Related to or associated with **any** student required to sit the GAT or any student undertaking a VCE Unit 3 or 4 study in 2025 at **your school**.
2. Teaching **any** student required to sit the GAT or any student in a VCE Unit 3 or 4 study in 2025.
3. Tutoring a student required to sit the GAT or any student in a VCE Unit 3 or 4 study in 2025 at **your school**.
4. Related to or associated with **any** person engaged in teaching, tutoring or coaching any students required to sit the GAT or any student undertaking a VCE Unit 3 or 4 study in 2025, or **any** school personnel engaged in organising or checking VCE external assessment materials at **your school**.
5. Employed at the school as a teacher (excluding CRT) or member of the administration staff.

## MATTERS TO BE CONSIDERED WHEN APPOINTING SUPERVISORS

- Priority must be given to supervisors, particularly chief supervisors, who are prepared to supervise all VCE external assessments.
- It is recommended that partners or close relatives of a chief supervisor not be nominated as first assistant supervisor at the same centre. They should only be part of the supervisor team if there are more than two supervisors.
- If the student group comprises males and females, it is recommended at least one supervisor of each gender is appointed.

**Examples of related to or associated with students or any person include:** children, via relatives/relationships by marriage or de facto or by other living arrangements, friends, neighbours, business or community associates, tutoring or teaching relationships.

**Examples of related to or associated with schools (or educational organisations)** means a school or educational organisation at which you teach or have taught, tutored, or attended immediately before your employment, or with which a spouse or other person with whom you have a relationship or association with as defined above, is involved with VCE Unit 3 or 4 in 2025, or you are a member of the administration or teaching staff.

<sup>†</sup> VCE external assessments includes the General Achievement Test (GAT), VCE written examinations and the Extended Investigation Critical Thinking Test.

Principal's signature

Date

\_\_\_\_ / \_\_\_\_ / 2025



**ASSISTANT SUPERVISOR DETAILS**
 GAT       VCE written examinations       Critical Thinking Test

 Title           First name 
*(Mr, Mrs, Miss, Ms)*Surname Address 
          State         Postcode      

 Telephone (   )               
**In 2025, is this person:**

1. Related to or associated with **any** student required to sit the GAT or any student undertaking a VCE Unit 3 or 4 study at **your school**?  Yes\*  No
2. Teaching **any** student required to sit the GAT or any student in a VCE Unit 3 or 4 study?  Yes\*  No
3. Tutoring a student required to sit the GAT or any student in a VCE Unit 3 or 4 study at **your school**?  Yes\*  No
4. Related to or associated with **any** person engaged in teaching, tutoring or coaching any students required to sit the GAT or any student undertaking a VCE Unit 3 or 4 study, or **any** school personnel engaged in organising or checking VCE external assessment materials at **your school**?  Yes\*  No
5. Employed at your school as a teacher (excluding CRT) or member of the administration staff?  Yes\*  No

\*If you have answered YES to any of the above questions, this person **must not** be employed as an assistant supervisor.
 GAT       VCE written examinations       Critical Thinking Test

 Title           First name 
*(Mr, Mrs, Miss, Ms)*Surname Address 
          State         Postcode      

 Telephone (   )               
**In 2025, is this person:**

1. Related to or associated with **any** student required to sit the GAT or any student undertaking a VCE Unit 3 or 4 study at **your school**?  Yes\*  No
2. Teaching **any** student required to sit the GAT or any student in a VCE Unit 3 or 4 study?  Yes\*  No
3. Tutoring a student required to sit the GAT or any student in a VCE Unit 3 or 4 study at **your school**?  Yes\*  No
4. Related to or associated with **any** person engaged in teaching, tutoring or coaching any students required to sit the GAT or any student undertaking a VCE Unit 3 or 4 study, or **any** school personnel engaged in organising or checking VCE external assessment materials at **your school**?  Yes\*  No
5. Employed at your school as a teacher (excluding CRT) or member of the administration staff?  Yes\*  No

\*If you have answered YES to any of the above questions, this person **must not** be employed as an assistant supervisor.**Note:**

1. **Chief Supervisors** – should any changes occur to the appointment of a chief supervisor or any of the details provided on this form, complete and return the **Change of Chief Supervisor** form available on VASS.
2. **Assistant Supervisors** – should any changes and/or additions occur, complete and return the **Additional Assistant Supervisors** form available on VASS.
3. Retain a copy of all completed forms in the **VCE Examination Document Register** folder.

