

# Relationship Declarations

## Introduction

Relationship declarations are an important part of ensuring impartiality in providing an assessment service. This ensures that those marking exams do not give anyone an advantage over others. This is done by matching declared relationships with attributes of exams and using them to exclude any assessor from eligibility for marking an exam where there could be a bias.

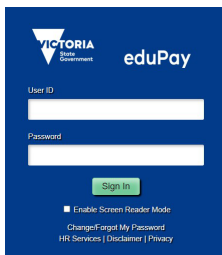
Types of relationships that may need to be being declared are:

- Former teachers at a particular school.
- Tutors for VCE level student, whether in that subject or not
- Close neighbour to a student undertaking their VCE
- Playing on a sporting team with the parent of a student
- Married to a teacher currently working at a school
- Parenting a student at a particular school

## Quick Steps

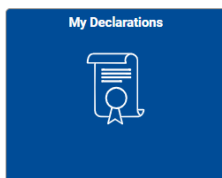
### Step 1: login to eduPay

- Login to eduPay using your user ID (education email address) and password provided.



### Step 2: Navigating to the Declare Relationships page.

- In the employee homepage locate the My Declarations tile.
- Click the My Declarations tile to begin the process



- In the My Declarations page locate the VCAA Relationship Declaration tile.
- Click to start the relationship declaration



### Step 3: Add a Relationship in the Declaration page.

- To begin select the Add Relationship Declaration button
- This action is only visible as a large blue button when there are no existing declarations.

**Declare Relationships**

**John Adams**  
Project Manager

**Relationship Declaration Details**

You have not declared any Relationships

[Add Relationship Declaration](#)

### Step 4: Enter the Relationship Details.

- In the 'Declarations Details' webform you are required to choose between two Declaration types:
  - School
  - Student
- Using the drop-down box select your Declaration Type

**Declaration Details**

[Cancel](#) [Submit](#)

**Relationship Declaration Details**

\*Declaration Type School

\*School  

Comments (Optional)

### Step 5: Declare a Relationship with a school.

- Use the drop-down box to select School
- Select the school from the dropdown list

**Declaration Details**

[Cancel](#) [Submit](#)

**Relationship Declaration Details**

\*Declaration Type School

\*School Mount Alexander 7-12 College

Comments (Optional)

Moorooduc Primary School

Mooroolbark College

Mooroolbark East Primary Sch

Mooroopna North Primary School

Mooroopna Park Primary School

Mooroopna Primary School

Morang South Primary School

Mordialloc Beach Primary Sch

Mordialloc College

Moriac Primary School

Mornington Park Primary School

Mornington Primary School

Mornington Secondary College

Mornington Special Dev School

Mortlake P-12 College

Morwell Central Primary School

Morwell Park Primary School

Mossfield Primary School

Mossiel Park Primary School

Mount Alexander 7-12 College

- If the school has multiple campuses an additional drop-down menu will appear,
- Select the desired campus

The screenshot shows the 'Declaration Details' form with the following fields:

- \*Declaration Type: School
- \*School: Essendon Keilor College
- Campus: (dropdown menu open showing options: East Keilor Campus, Essendon Keilor College, Niddrie Campus)
- Comments (Optional): (text area)

- Note – For Non-government schools use 'Other' as the school
- Enter the school's name in the extra box that appears for 'Other' schools.

The screenshot shows the 'Declaration Details' form with the following fields:

- \*Declaration Type: School
- \*School: Other - Please provide name below
- \*Other School Name: (input field)
- Comments (Optional): (text area)

- Add comments if needed
- In the top righthand corner of the page select 'Submit' to complete declaration

### Step 6: Declare a Relationship with a student.

- Use the drop-down box to select Student

The screenshot shows the 'Declaration Details' form with the following fields:

- \*Declaration Type: Student
- Student First Name: (input field)
- Student Last Name: (input field)
- Student ID: (input field with info icon)
- School: (dropdown menu)
- Comments (Optional): (text area)

- Enter the Students details accurately
  - First name
  - Last name
  - Student ID - Select the Information icon next to the Student ID field to see information and a link to more information about student ID formats
  - Select the School from the dropdown list

Cancel
Declaration Details
Submit

**Relationship Declaration Details**

\*Declaration Type Student ▼

Student First Name

Student Last Name

Student ID  ⓘ

School Aurora School ▼

Comments (Optional)

I am Amys Father.....

- Add notes as required
- Select submit to complete declaration
- Once there are active relationships declared, the employee will see them in a list

	Type	Details	Status	
+	Student	Amy Adams / 123456 / 015511 / Aurora School	Active	<span>↕</span> <span>✎</span> <span>🗑️</span> <span>&gt;</span>

### Step 7: Update or add a Declaration.

- From the Declare relationships page you can
  - Can add other declarations using the Plus sign
  - Can edit existing using the pencil icon
  - Can (logically) delete declarations using the rubbish bin icon
  - Can view the details using the arrow.

**Declare Relationships**

**Anthony Smith**  
Manager HR Systems

**Relationship Declaration Details** 1 row

	Type	Details	Status	
+	School	018806 / Essendon Keilor College	Active	<span>↕</span> <span>✎</span> <span>🗑️</span> <span>&gt;</span>