

2026 General Achievement Test (GAT) centres, Extended Investigation Critical Thinking Test (CTT) details, principal's agreement and appointment of supervisors

Background

This document should be read in conjunction with the following 2026 forms:

- Agreement to conduct and administer VCE external assessments
- General Achievement Test (GAT) centres
- Approval to transfer the General Achievement Test (GAT) and/or Extended Investigation Critical Thinking Test (CTT) - (*If applicable*)
- Supervisors – Appointment

VCE providers with students enrolled in one or more VCE including VCE VM and/or scored VCE VET unit 3-4 sequence must meet the VCAA requirements for the conduct and administration of VCE external assessments which includes the General Achievement Test (GAT) and the Extended Investigation Critical Thinking Test (CTT), as outlined in the 2026 Agreement to conduct and administer VCE external assessments.¹

Note: *Students enrolled in a VPC program are not required to sit the GAT unless they are enrolled as follows:*

- *In one or more VCE VM unit 3-4 sequence (GAT Section A only)*
- *In one or more VCE or scored VCE VET unit 3-4 sequence. (GAT Section A and B)*

Principals are responsible for ensuring that their **home** school students are appropriately accommodated and correctly supervised for all VCE external assessments, including those undertaking one or more VCE, VCE VM and/or scored VCE VET unit 3-4 sequence at a provider/ Registered Training Organisation that isn't their home school.

All centres have a designated **host** school. The host school is the school where the centre is located or the nominated school coordinating the arrangements for a centre located at a site external to all the combining schools. All VCE external assessment materials will be delivered to the **host** school.

Principals appoint supervisors subject to the conditions set out by the VCAA and under employment procedures established by the School Council or School Board. Principals must also ensure their employment practices for supervisors comply with the *Worker Screening Act (2020)* which came into effect from 1 February 2021 which makes it a requirement for all persons wanting to engage in VCE external assessment supervision work to 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 and the changes to the Act, visit the Department of Justice and Community Safety webpage: www.workingwithchildren.vic.gov.au

¹ Information in this Agreement relating to VCE includes the Vocational Major (VM), where the VCE VM is referred to separately from the VCE, the information is specific to the VM program.

Action Required

All providers of VCE, VCE VM and/or scored VCE VET unit 3-4 sequence, must carefully read this document then complete and return the required 2026 forms listed on page 1 of this document.

Please return the completed forms as separate pdf attachments in the same email (if possible) to: vcaa.exam.logistics@education.vic.gov.au (Subject: Agreement and/or GAT Centres and/or Supervisors 2026) These forms must be returned no later than **Thursday 5 March 2026**.

Contacts

For queries about GAT centres and CTT details, contact the **Project Officer, Examinations Planning and Logistics** at: vcaa.exam.logistics@education.vic.gov.au or (03) 9225 2253.

For queries about the principal's agreement and supervisors, contact the **Project Manager, Examinations Conduct and Administration** at: vcaa.exam.logistics@education.vic.gov.au or (03) 9059 4133.

2026 Agreement to Conduct and Administer VCE External Assessments

Principals must complete and sign *the 2026 Agreement to conduct and administer VCE external assessments* to certify that they will comply with all VCAA requirements for conducting and administering VCE external assessments.

The management of these requirements may be delegated, but the principal must sign to certify that the VCAA's requirements and procedures will be followed.

Where all students at the school are completing VCE external assessments elsewhere, home school principals are still required to certify that they will comply with the responsibilities specific to these circumstances as per the *2026 Agreement to conduct and administer VCE external assessments* (refer to points 16, 18, 20, 23).

The completed form must be signed and returned to the VCAA by **Thursday 5 March**.

GAT Centres

All schools must complete the *2026 General Achievement Test (GAT) centres* form and return it to the VCAA by **Thursday 5 March**.

Schools conducting the GAT for the first time this year must contact the Project Manager, Examinations Conduct and Administration at vcaa.exam.logistics@education.vic.gov.au to discuss the arrangements and requirements for the administration and conduct of the GAT.

Extended Investigation CTT

Schools with students enrolled in Extended Investigation are required to provide centre details and technical information for the conduct of the Extended Investigation Critical Thinking Test (CTT) .

Please complete the details in the link provided and submit by **Thursday 5 March**.

Link: [Extended Investigation - CTT \(Centres and Technical Requirements\)](#)

The technical support person will be required to complete and sign a 'Relationships Statutory Declaration and Conditions of Appointment.' This document is available on VASS.

Approval to Transfer the GAT and Extended Investigation CTT

The Approval to Transfer the GAT and/or Extended Investigation CTT form **must** be completed if transferring students to another centre.

The Approval to Transfer forms should be returned together with the other documents. .

Appointment of Supervisors

Supervisor details must be forwarded to the VCAA on the 2026 Supervisors form by **Thursday 5 March**.

It is imperative that:

- The Conditions of Appointment printed on the front page of the 2026 Supervisors form are read and understood prior to nominating supervisors.
- Before nominating ongoing supervisors, please confirm they are available for this year, still meet the VCAA eligibility requirements and their contact details are correct.
- All appointed supervisors are required to sign a *Supervisor Relationships Statutory Declaration and Conditions of Appointment*. This must be completed well in advance of their first day of employment.

Supervisor Relationships Statutory Declaration and Conditions of Appointment is available as a VASS download.

Signed *Supervisor Relationships Statutory Declarations and Conditions of Appointment* **must be retained at school** in the VCE Examination Document Register folder.

Should any changes and/or additions occur later in the year, it will be necessary to notify the VCAA by completing the *Additional Assistant Supervisors* or the *Change of Chief Supervisor* forms that are available on the VASS downloads. [SYSTEM ADMIN →Downloads].

[Extended Investigation - CTT \(Centres and Technical Requirements\)](#)

Supervisor Allocation Rules

The VCAA will meet the cost of supervision according to the following supervisor allocation rules per session:

10 – 70 students	-	1 chief supervisor and 1 assistant supervisor
71 – 140 students	-	1 chief supervisor and 2 assistant supervisors
141 – 200 students	-	1 chief supervisor and 3 assistant supervisors
201 – 260 students	-	1 chief supervisor and 4 assistant supervisors
261 – 320 students	-	1 chief supervisor and 5 assistant supervisors
321 – 380 students	-	1 chief supervisor and 6 assistant supervisors
381 – 440 students	-	1 chief supervisor and 7 assistant supervisors
441+ students	-	1 chief supervisor and 8 assistant supervisors

Note: For sessions with fewer than 10 students, schools are required to pay the cost of the supervision unless the school has combined with another school. If combined with another school, the VCAA will cover the cost of a chief supervisor even if the session has fewer than 10 students.

Supervisor Payments

The VCAA provides schools with the funds for the reimbursement of supervisors' payments based on the current supervisor allocation rules.

The rate of pay for the GAT, and VCE examinations on the Northern Hemisphere Timetable (NHT) is: **\$43.09** for chief supervisors and **\$38.64** for assistant supervisors.

Session rates are based on a minimum number of hours which will be listed in the *VCE Examination Manual 2026*. It is also listed in the previous year's *VCE Examination Manual* on page 18.

Chief supervisors will be paid an additional three hours for work associated with checking GAT stationery and test papers after delivery.

An additional administrative allowance will also be paid for work associated with the preparation of the materials, the packaging of the response materials for courier collection and for the handing over of the materials to the courier.

The administrative allowance is based on the total number of students at a school for each GAT session.

The funds provided by the VCAA do not include payment for setting up furniture in the centre. School personnel are responsible for the centre set up.

Supervisor Training

Supervisor Training Sessions

It is a VCAA requirement that all newly appointed chief supervisors and newly appointed school personnel responsible for conducting and administering VCE external assessments attend training before starting their role.

The VCAA also recommends that schools consider sending assistant supervisors to a training session particularly if they are the main support for the chief supervisor but also to assist the school with succession and contingency planning. All schools must ensure they have a contingency plan should their chief supervisor become unexpectedly unavailable.

Training sessions will be held online in May using Webex.

Further information about training dates, including registration, will be provided in a VCAA Notice to Schools before the end of Term 1.

Additional Information

Student Examination/Assessment Timetables

The individual student timetable will inform students of their centre arrangements for the GAT. It is the responsibility of the principal to ensure each **home** school student enrolled in a VCE, VM and/or a scored VCE VET unit 3-4 sequence is provided with their individual *Student Examination/Assessment Timetable* produced from VASS.

Student Examination/Assessment Timetables for GAT will be available in the week commencing **Monday 11 May**. Note: For CTT, the individual timetables will be available in the week commencing Monday 20 July

Funding Additional Assistant Supervisors (for multiple rooms within a centre)

Where schools are obliged to use multiple rooms for the GAT, the VCAA will consider applications for extra funding of assistant supervisors based on the assumption a minimum of 20 students are allocated to an examination room within a centre.

Schools requesting funding of additional supervisors must apply on the *Application for the Funding of Additional Assistant Supervisors – 2026* form.

Funding External Venues

Schools requesting the VCAA to meet the hiring fee for an external venue must apply on the *Application for the Funding of an External Venue – 2026* form.

Consideration will only be given to those applications where:

1. Two or more schools share the external venue as a centre.
2. The total number of students is 10 or more per session.

The VCAA will **not** fund the cost of furniture hire, cartage and/or set-up.

The two funding application forms are available on VASS. [SYSTEM ADMIN→ *Downloads*].

Completed applications must be emailed to vcaa.exam.logistics@education.vic.gov.au , by Friday 27 March

VCE Written Examinations

In the week commencing Monday 18 May, schools will receive information related to the establishment and/or confirmation of examination centres for VCE written examinations including Languages (CCAFL) and VET: Creative and Digital Media (CDM) examination.

Closing date for the return of these forms is Friday 19 June 2026.