

VCE ON A NORTHERN HEMISPHERE TIMETABLE EXAMS NAVIGATOR 2024

STUDENT INFORMATION AND EXAMINATION TIMETABLE

This booklet contains information on:

- Approved materials and equipment
- VCAA rules
- Examination dates and times
- Special Provision

IMPORTANT

This booklet should be read by all students presenting for 2024 VCE on a Northern Hemisphere Timetable external assessments.

VCE external assessments include written, aural and oral examinations.

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Glossary

Examination centre, venue, room

A location where VCE external assessments are held.

Response material/s

Any designated answer book, question and answer book or Multiple-Choice Answer Sheet in which students record their responses.

Supervisor

A person appointed by the principal and approved by the VCAA to act as a supervisor for VCE external assessments.

VCE external assessment

Any set task that is assessed externally by the VCAA, including any written, electronic/digital, oral, aural or performance tasks taken under examination conditions.

Victorian Curriculum and Assessment Authority (VCAA)

A statutory body directly responsible to the Minister for Education, serving government, Catholic and independent schools in Victoria.

VCE external assessments

Please note that all VCE external assessments (written and oral) will be conducted in line with any additional health advice received by the VCAA at the time of the external assessments.

VCAA student number

All response materials must be identified by your VCAA student number. This number, which is assigned by the VCAA, appears on your individual Student Examination/Assessment Timetables, which are supplied by your school.

Student identification

When you present for a VCE external assessment your identity must be verified as you enter the examination room, either by a staff member from your school or by producing photographic identification (see also 'Advice for Chinese First Language').

Conduct of written examinations

Supervisors have the right to check materials brought by you into the examination room and to remove any non-compliant material for the duration.

A suitably qualified member of the school teaching staff will check the appropriateness of your reference materials, calculators and dictionaries (where these items are permitted) as you enter the examination room.

During reading time, you may study the instructions, the question book and a dictionary or bound reference (where these items are permitted).

You must not begin to write or mark your paper or response materials in any way, or use a calculator (where one is permitted), until the announcement that writing time has commenced.

Your responses to questions must be entered on the response materials, as instructed. Notes and other markings made elsewhere on the response materials will not be assessed. For multiple-choice questions you must use the Multiple-Choice Answer Sheet provided for your responses and follow the instructions printed on the sheet.

You must immediately notify the supervisor if the incorrect paper has been provided or if your paper has missing pages.

You cannot leave before 30 minutes has elapsed from the start of writing time. An announcement will be made before the last 5 minutes of scheduled writing time. After this announcement you cannot leave the examination room until instructed to do so by a supervisor.

You must cease writing when instructed to do so by a supervisor.

You must remain silent and must not leave your place until all response materials have been collected. When all response materials have been collected, the supervisor will direct you to leave the room. Any disruptive student behaviour will be reported to the VCAA, which will investigate the matter and take appropriate action (see also 'VCAA rules for the conduct of VCE written external assessments' on [page 8](#)).

Bottled water

You may bring one bottle of still water into an examination room subject to the following conditions:

- The water is in a transparent plastic bottle (all labels removed).
- The water bottle has a secure lid.
- The capacity of the bottle is no more than 1500 mL.
- The water bottle must not be placed on the table at any time.
- The water bottle must not be refilled during the written examinations.
- The water bottle must not be shared between students.

Mobile phones and other electronic devices

Mobile phones and other unauthorised electronic communication devices, organisers, portable media players, electronic dictionaries and computerised pens, stopwatches and watches that are capable of storing, receiving or transmitting information or electronic signals, such as smart watches and fitness trackers, are not permitted in an examination room for written examinations under normal conditions.

Confiscated mobile phones and other devices may be held for up to three months.

Watches

You will not be permitted to wear watches of any type during written examinations. All watches must be removed and placed at the top of your table, where they can be seen clearly and easily by supervisors.

Stopwatches or watches with special functions, such as an alarm or a stopwatch, are not permitted in the examination room.

If there is any doubt about the functions of your watch, supervisors are authorised to direct you to remove the watch from the table for the duration.

The commencement of reading and writing times will be based on the clock time displayed in the examination room.

Dictionaries

A suitably qualified member of the school teaching staff will check the appropriateness of dictionaries as you enter the examination room.

- Dictionaries are allowed only in the English, English as an Additional Language (EAL) and Languages written examinations.
- Dictionaries may be consulted during reading and writing time.
- In the English and EAL written examinations, you may use a printed English and/or bilingual dictionary.
- In the written component of Languages examinations, you may use any printed monolingual and/or bilingual dictionary in one or two separate volumes.
- Dictionaries must not contain any highlighting, annotation or tabs that are not part of the original publication.
- A thesaurus, or a dictionary that contains a thesaurus in the same volume, is not permitted.
- Dictionaries must not be shared between students during an examination.
- Electronic dictionaries are not permitted.

Calculators

In examinations where calculators are permitted, a suitably qualified member of the school teaching staff will check the appropriateness of calculators as you enter the examination room.

Do not use calculators during reading time.

CAS calculators that have graphic, symbolic or programmable capabilities may be used in specified Mathematics examinations, provided the model has been approved.

You may use a scientific calculator in specified examinations. A scientific calculator does not have graphic, symbolic or programming capabilities. It does not have extended memory capable of storing text and/or symbols.

Conditions of use

Calculators may be used under the following conditions:

- The calculator must be silent and of the handheld type containing its own power source. You are not permitted to take portable chargers into the examination room.
- You will be entirely responsible for ensuring adequate power supply to your calculator. You must supply your own spare batteries. Any technical fault or battery failure that limits the usefulness of a calculator during an examination will not be taken into consideration by the assessors.
- You are responsible for ensuring that the calculator is in excellent working order.
- You may not borrow a calculator from another student after entering the examination room.

Other technology

Computers, mini-computers, portable media players, pocket-organisers, laptops, palmtop computers, calculator models that can communicate with other calculators and notebooks are excluded from use in any written examination, except under specified circumstances for which prior approval has been given by the VCAA.

Scientific calculators

Scientific calculators may be used for examinations in the following studies:

- Accounting
- Chemistry
- Physics.

Calculators that have graphic, symbolic or programmable capabilities are not permitted in these examinations.

A scientific calculator may also be used in specified Mathematics examinations.

CAS calculators

The following CAS calculators are approved for use in General Mathematics Examination 1 and Examination 2, Mathematical Methods Examination 2 and Specialist Mathematics Examination 2. The full functions of approved CAS calculators may be used (that is, memories do not have to be cleared before entering the examination).

Brand	Model
Casio	Algebra or ClassPad series
Hewlett-Packard	HP 40/48/49/50 or HP Prime series
Texas Instruments	TI 89/92/Voyager or TI Nspire CAS series

Summary of examinations with approved calculators

Examination	Calculator
Accounting Chemistry Physics	Scientific calculator only
General Mathematics Examinations 1 and 2 Mathematical Methods Examination 2 Specialist Mathematics Examination 2	Approved CAS calculator or CAS software for approved schools only A scientific calculator is also permitted

Use of bound references in Mathematics examinations

You are permitted to take a bound reference into designated Mathematics examinations. This resource is intended to provide you with access to mathematics-related reference material that may be of assistance during the examination. A suitably qualified member of the school teaching staff will check the appropriateness of the bound reference as you enter the examination room for Mathematics examinations where these items are permitted.

If your school receives written approval from the VCAA to use approved CAS software, you are permitted to have your bound references as stored files on a CD-ROM, DVD or USB.

The following table lists the examinations into which you can take the bound reference.

Study	Examination 1	Examination 2
General Mathematics	Bound reference as described	Bound reference as described
Mathematical Methods	None	Bound reference as described
Specialist Mathematics	None	Bound reference as described

Specifications for bound references

- Bound references must be in book format of A4 size or smaller when closed.
- The number of pages is not specified.
- Pages must be permanently bound and securely attached to the spine.
- There must be a single horizontal or vertical spine.
- The bound reference may be:
 - a textbook
 - a securely bound lecture pad
 - a permanently bound student-constructed set of notes without fold-outs
 - an exercise book.
- The form of binding is not specified but it must be secure, and pages must not be readily detachable or designed to be removed. Binding can include cloth, glue, staple, spiral or comb binding.

You are allowed to:

- consult your bound reference during reading and writing time
- annotate the material
- design your own written index
- fold pages
- cut page corners
- colour code pages
- insert dividers into your own sets of notes
- firmly attach additional material to pages in the bound reference (for example, by glue, adhesive tape or staples).

Your bound reference must not include:

- pages or parts of pages that can be detached from the bound reference during the examination
- fold-outs, maps or brochure-style components
- removable tabs, sticky notes or other pages or material designed to be detached
- forms of collation or binding that are designed to be non-permanent and the content modified by insertion, including
 - ring-binder folders
 - plastic A4 sleeves (permanent or removable) from which pages may be removed
 - manila and similar folders with clip, clamp, slide and metal-prong binding of loose-leaf material.

If any page or part of a page is detached from the rest of the bound reference, the page will be removed by the supervisor for the duration of the examination and the incident will be reported as a potential breach of rules.

Do not share your bound reference with another student during the examination.

Questions can be emailed to the VCAA:

vcaa.assessment.operations@education.vic.gov.au

Approved materials and equipment for VCE written examinations

Supervisors have the right to check material brought by you into the examination room and remove any non-compliant material for the duration.

A suitably qualified member of the school teaching staff will check the appropriateness of reference materials, calculators and dictionaries, where these items are permitted, as you enter the examination room.

Basic stationery

You are permitted to bring basic stationery items into the examination room. This includes pens, pencils, highlighters, erasers, sharpeners and rulers.

Pencil cases can only be brought into the examination room if they are transparent, that is, the contents are visible to the supervisor.

Basic stationery items do not include aids for curve sketching, Mathomat, MathAids or geometrical drawing instruments, such as compasses, set squares and protractors.

Correction fluid/tape and loose sheets of paper are not allowed. It is recommended that you do not use erasable pens.

Additional specific materials

For some VCE written examinations, you are permitted to bring additional specific materials into the examination room, as outlined in the following table.

Additional specific materials for VCE written examinations

Written examination	Approved materials and equipment
Examinations with a multiple-choice component	<ul style="list-style-type: none"> pencil (HB or 2B) and eraser
Accounting	<ul style="list-style-type: none"> one scientific calculator pencil (HB or 2B) should be used where calculations are required
Chemistry	<ul style="list-style-type: none"> one scientific calculator
Chinese First Language	<ul style="list-style-type: none"> any printed monolingual and/or bilingual dictionary in one or two separate volumes
English	<ul style="list-style-type: none"> an English and/or bilingual printed dictionary
English as an Additional Language (EAL)	<ul style="list-style-type: none"> an English and/or bilingual printed dictionary
General Mathematics Examination 1	<ul style="list-style-type: none"> one approved CAS calculator or CAS software <p>AND</p> <ul style="list-style-type: none"> one scientific calculator one bound reference that may be annotated (see page 6)
General Mathematics Examination 2	<ul style="list-style-type: none"> one approved CAS calculator or CAS software <p>AND</p> <ul style="list-style-type: none"> one scientific calculator one bound reference that may be annotated (see page 6)

Written examination	Approved materials and equipment
Mathematical Methods Examination 2	<ul style="list-style-type: none"> one approved CAS calculator or CAS software <p>AND</p> <ul style="list-style-type: none"> one scientific calculator one bound reference that may be annotated (see page 6) protractors, set squares and aids for curve-sketching
Physics	<ul style="list-style-type: none"> one scientific calculator one folded A3 sheet or two A4 sheets bound together by tape, single- or double-sided. Notes may be typed or handwritten and from any source (including commercially available notes)
Specialist Mathematics Examination 2	<ul style="list-style-type: none"> one approved CAS calculator or CAS software <p>AND</p> <ul style="list-style-type: none"> one scientific calculator one bound reference that may be annotated (see page 6) protractors, set squares and aids for curve sketching

VCAA rules for the conduct of VCE written external assessments

You must observe the following rules for the conduct of VCE external assessments conducted by or on behalf of the VCAA, as well as the day-to-day rules of your school and of the examination centre.

The VCAA rules shall apply with appropriate and reasonable modifications to students with disability or other impairments. Supervisors are issued with directions for the administration of VCE external assessments and must report all alleged breaches of these rules to the VCAA.

Supervisors have the right to check any authorised materials that are taken into a VCE external assessment.

Reported breaches of VCAA rules may be referred to the VCAA Review Committee, which will consider the alleged breach and determine any appropriate penalty. Possible penalties range from a reprimand to cancellation of all your grades for examinations and other assessments conducted by the VCAA during the year in which the contravention occurred or the assessment was obtained, including cancellation of the course.

1. Students must not cheat or assist other students to cheat, including taking any action that gives or attempts to give them or another student an unfair advantage in a VCE external assessment.
2. Students must not allow, induce or assist any other person to present for a VCE external assessment in their place.
3. Students must not present for a VCE external assessment in another student's place.
4. Students must not present for a VCE external assessment under the influence of alcohol or drugs.
5. Students must obey and observe all instructions or directions given by their supervisor.
6. Students must provide reasonable assistance to any investigation by VCAA in relation to a suspected breach of the VCAA rules.
7. Students attending a VCE external assessment may bring only materials and equipment approved for that VCE external assessment into the examination room.
8. Students must not possess mobile phones and electronic devices that are capable of storing, receiving or transmitting information or electronic signals, such as recorded music and video players, organisers, dictionaries and computerised watches, during a VCE external assessment.
9. Students detected with any device defined in Rule 8 must, upon the direction of a supervisor, surrender that device for inspection. Any confiscated device may be retained pending any investigation into an alleged breach of VCAA rules. Students must provide reasonable assistance to VCAA or its agents to enable the interrogation of the device.
10. Students must not bring into or possess in the examination room any drinks or food, except under special circumstances as approved and directed by the VCAA. Bottled water is permitted in the examination room under approved conditions.
11. Students must not communicate with any other student while the VCE external assessment is being conducted.
12. Students must not cause any nuisance, annoyance or interference to any other student during a VCE external assessment.
13. Students must not remove or tear out any part of a bound reference, question/task book, question and answer book or answer book, except where permitted, for example, formula sheets.
14. Students must not remove any response material, used or unused, from the examination room.
15. Students must not begin to write or mark their paper or response material in any way, or use a calculator, until advised by a supervisor that writing may commence.
16. Students must raise their hand if they wish to communicate with a supervisor.
17. Students must not leave their place until permitted by a supervisor.
18. Students will not be permitted to leave the VCE external assessment before 30 minutes have elapsed from the start of writing time.
19. Students will not be permitted to leave in the last five minutes of the VCE external assessment.
20. Students must cease writing when instructed to do so by a supervisor.
21. Students must remain silent and seated in their place at the end of the VCE external assessment until response materials have been collected and checked, and an announcement is made permitting students to leave the examination room.

If you arrive late for a VCE external assessment

If you arrive late:

- a. up to 30 minutes after the scheduled start of writing time, you will be admitted to the examination room. You will be given the full writing time but no allowance for reading time.
- b. after 30 minutes from the scheduled start of writing time, but before the scheduled finish of writing time, you may be admitted only if all the following conditions are met:
 - i. The principal of the host school, or the principal's delegate, recommends your admittance.
 - ii. You are admitted into the examination room on the understanding that your response materials may not be accepted by the VCAA. You will be advised of this condition and must sign acceptance of this requirement on the statutory declaration.
 - iii. You complete a statutory declaration immediately following the conclusion of the examination, declaring:
 - the reason for being late
 - the time of your admittance to the examination room
 - that you have not seen or read the examination question book before your admittance
 - that you have not received any information about the contents of the examination question book
 - that you understand that your response materials may not be accepted by the VCAA.
 - iv. That appropriate arrangements can be made to enable you to complete the examination without disruption to other students.

You will be given the full writing time but no allowance for reading time.

If you arrive late for a Chinese First Language oral examination, and you have a valid reason for the lateness endorsed by your home school, you may have your assessment rescheduled to an alternative time.

Irregularities

Irregularities are events outside of your control that significantly interrupt and adversely affect your performance immediately before or during a VCE external assessment.

Examples of irregularities include:

- power failures, emergency evacuations and other disruptive events
- printing and collating errors in examination question books
- excessive noise or interference
- incorrect interpretation of external assessment conditions or the VCAA rules by supervisors
- procedural issues with the conduct of Chinese First Language oral examinations.

Where reasonably possible and practical, minor disruptions will be rectified and remedied at the time by the supervisor, for example by replacing faulty books.

If you believe that an event constitutes an irregularity that has materially affected your performance in the external assessment, you must advise your principal or principal's delegate in writing within three days of the end of the external assessment.

If you are ill or affected by personal circumstances immediately before or during a VCE external assessment, and you believe your performance in the assessment is unlikely to be a fair or accurate indication of your learning in a study, you should apply for a Derived Examination Score (see [page 13](#)) rather than pursue an irregularity application through your school.

2024 examination timetable

You must check the starting time of each examination and arrive at least 30 minutes earlier, and be familiar with rules about late admission to examinations.

The reading period is included in the times shown in the timetable. Each examination commences with a 15-minute reading period, unless otherwise specified.

All written responses must be in English, unless otherwise instructed in the question book for that particular examination.

If you are presenting for Chinese First Language examination oral component, you will be issued with an examination advice slip. Photo identification and examination advice slips must be presented for entry to your assessment.

The following written examinations have an audio component:

- English as an Additional Language (EAL)
- Chinese First Language

Monday 6 May to Friday 10 May	Chinese First Language oral examinations
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		TIME		
		Melbourne – Victoria	China & Philippines	Vietnam
Monday 20 May	English English as an Additional Language	2.00pm – 5.15pm	12.00pm – 3.15pm	11.00am – 2.15pm
Tuesday 21 May	Biology	10.30am – 1.15pm		
	Chinese First Language	2.00pm – 4.15pm	12.00pm – 2.15pm	
Wednesday 22 May	Accounting	10.30am – 12.45pm	8.30am – 10.45am	
	Chemistry	2.00pm – 4.45pm	12.00pm – 2.45pm	11.00am – 1.45pm
Thursday 23 May	Specialist Mathematics Examination 1	10.30am – 11.45am	8.30am – 9.45am	
	General Mathematics Examination 1	2.00pm – 3.45pm	12.00pm – 1.45pm	11.00am – 12.45pm
Friday 24 May	General Mathematics Examination 2	10.30am – 12.15pm	8.30am – 10.15am	8.00am – 9.45am
	Specialist Mathematics Examination 2	2.00pm – 4.15pm	12.00pm – 2.15pm	
Monday 27 May	Physics	10.30am – 1.15pm	8.30am – 11.15am	8.00am – 10.45am
Tuesday 28 May	Mathematical Methods Examination 1	10.30am – 11.45am	8.30am – 9.45am	8.00am – 9.15am
Wednesday 29 May	Mathematical Methods Examination 2	10.30am – 12.45pm	8.30am – 10.45am	8.00am – 10.15am

Advice for Chinese First Language oral examination

Date and time of assessment

Dates and assessment venue information for the Chinese First Language oral examination will be available to schools on the Victorian Assessment Software System (VASS). Schools will be advised separately.

VCAA forms

Contact your VCE coordinator to obtain information booklets and all documents that need to be completed and taken to venues. These documents are available as downloads.

Student identification

If you are undertaking an oral examination, you will be required to provide personal identification before entering the assessment venue. The personal identification must consist of a clear photograph of you and your full name, for example a school identification card or a driver's licence.

School uniform should not be worn.

Examination advice slip

You must present two copies of the examination advice slip to a venue coordinator when you arrive at the assessment venue. The venue coordinator will retain one copy and you must present the other copy to the assessor immediately before your assessment commences.

Languages oral component

Conditions

- The oral examination will be conducted by two assessors.
- The oral examination will be conducted in Chinese. You will provide your student number in English.
- Dictionaries and electronic communication devices are not permitted.
- An audio recording will be made.

Oral examination for Chinese First Language

The examination will be conducted by two assessors.

Description of task

Section 1 – Presentation (approximately 3 minutes)

Your presentation must be based on an issue related to the subtopic that you have selected for your extended study of language and culture, drawn from one of the prescribed topics found under the theme 'Tradition and change in Chinese-speaking communities'. Your presentation should include a clear stance on the issue selected, relate clearly to the subtopic chosen for extended study and be supported by evidence. You will be expected to refer to the texts that you have studied for this presentation.

You should also alert assessors to any objects and/or cue cards that you have brought to support your presentation.

These objects may include photographs, diagrams, maps and brief speaker's notes. The notes should be in point form and on a small card (no more than 20 cm × 12.5 cm).

This introductory information will not be assessed.

Section 2 – Discussion (approximately 7 minutes)

You will discuss aspects of the issue selected with the assessors and you should be prepared to clarify the points that you have presented.

You should also expect the discussion to go beyond the issue selected. The discussion may include reflection on experiences, speculation on further developments or a discussion of unfamiliar issues.

The assessors may also expect you to answer general questions on the subtopic that you have selected for your extended study of language and culture.

For more information, refer to Chinese First Language on the VCAA website: www.vcaa.vic.edu.au/curriculum/vce/vce-study-designs/chinese-firstlanguage/Pages/Index.aspx

VCAA rules for the conduct of VCE Languages Oral Examinations

Students are required to observe the following rules for the conduct of VCE external assessments conducted by or on behalf of the VCAA, as well as the day-to-day rules of the venue.

VCAA rules shall apply with appropriate and reasonable modifications to students who have disabilities or other impairments.

All supervisors are issued with directions for the administration of VCE external assessments and are required to report all alleged breaches of these rules to the VCAA.

Supervisors have the right to check any authorised materials that are taken into a VCE external assessment.

1. Students must not cheat or assist other students to cheat, including taking any action that gives or attempts to give them or another student an unfair advantage in a VCE external assessment.
2. Students must not allow, induce or assist any other person to present for a VCE external assessment in their place.
3. Students must not present for a VCE external assessment in another student's place.
4. Students must not present for a VCE external assessment under the influence of alcohol or drugs.
5. Students must obey and observe all instructions or directions given by VCAA appointed representatives.
6. Students must provide reasonable assistance to any investigation conducted by or on behalf of the VCAA in relation to a suspected breach of the VCAA rules.
7. Students must not bring into or possess in the examination room any drinks or food, except under special circumstances as approved and directed by the VCAA. Bottled water is permitted in the examination room under approved conditions.
8. Students must not communicate with any other student while the VCE external assessment is being conducted, except where this is necessary for the conduct of the assessment.
9. Students must not cause any nuisance, annoyance or interference to any other student during a VCE external assessment.
10. Students must not communicate with an assessor before, during or after a VCE external assessment, except when communication is necessary for the conduct of the assessment.
11. Students attending a VCE external assessment may bring only materials and equipment approved for that external assessment into the examination room.
12. Students undertaking Languages Oral Examinations and Extended Investigation Oral Presentations are not permitted to bring audio devices (eg mobile phones, tablets, MP3 players iPods and laptops) into examination rooms. Dictionaries and thesauruses of any kind are not permitted.
13. Students undertaking Performance Examinations are permitted to bring approved audio devices (eg mobile phones, tablets, MP3 players iPods and laptops) into the examination room where these are to be used as part of the performance. These devices **MUST NOT** be used to record, store, receive or transmit information during the external assessment.
14. Where a student is detected, or is suspected of, using any device contrary to these rules that student must provide all reasonable assistance to any supervisor, assessor, the VCAA or its agents, as applicable, to allow them to interrogate the device as part of an investigation of any suspected breach of the VCAA rules.
15. All materials provided to assessors by students as part of the Performance Examinations process must remain with assessors. Students must not remove any of these materials from the examination room.

Special Provision

The following two types of Special Provision are available to you for VCE external assessments:

- Special Examination Arrangements
- Derived Examination Score (DES).

Special Examination Arrangements

The VCAA recognises that some students with an illness or disability may require Special Examination Arrangements to enable them to access questions and communicate their responses in an external assessment.

Schools are responsible for submitting an application for Special Examination Arrangements on behalf of their students.

All applications for 2024 VCE on a Northern Hemisphere Timetable associated with long-term or chronic conditions should already have been submitted to the VCAA and a decision communicated to the student's school.

If you have a recently diagnosed condition and believe you might be eligible for Special Examination Arrangements, you must initially discuss this with your VCE coordinator. The school may then submit a late application, which must include the appropriate supporting documentation.

Emergency Special Examination Arrangements

Your school may apply for Emergency Special Examination Arrangements if you experience a sudden illness, accident or personal trauma immediately before or during the relevant assessment period. This application must be supported by appropriate evidence.

Derived Examination Score

If you are significantly affected by the onset of an illness, or the occurrence of an injury or personal trauma or serious intervening event at the time of your VCE external assessments, you may be eligible for a DES.

You must have independent professional evidence to support any DES application.

You cannot submit a DES application on the basis of:

- unfamiliarity with the English language
- teacher absence or other teacher-related difficulties
- a long-term or chronic condition or illness
- matters that could have been avoided by you, such as misreading the examination timetable or instructions, or matters related to school discipline
- matters of your own choosing, such as involvement in social events, sporting or training activities, school events or voluntary work.

This applies to all VCE on a Northern Hemisphere Timetable oral and written examinations.

A DES is not available for General Achievement Test (GAT).

Attending VCE external assessments

You are advised to attend every VCE external assessment. You should not miss an external assessment because you do not feel able to do your best.

While you are not expected to attend an external assessment against medical advice, you must meet the DES eligibility requirements and have a definitive written statement from an independent health professional recommending non-attendance at the external assessment. You must have consulted this professional as close as possible to the day before the external assessment, or on the same day as the external assessment, about your illness or injury and inability to attend.

If you are prevented from attending an external assessment, it is crucial that you immediately notify your principal or VCE coordinator.

If you are ill but able to attend the external assessment, you should inform the VCE coordinator of your condition as soon as possible (before or after) the external assessment. If you are ill during the external assessment, you should inform the supervisor.

Closing date for DES applications

Your individual Student Examination/Assessment timetable contains the DES closing dates.

There are individual closing dates for oral and written examinations.

How to make an application

If you believe you are eligible for a DES, you should first seek advice from your school.

Specific details on how to complete each section of the DES application are provided in the application.

Submitting your application

The primary responsibility for submitting an application that meets all eligibility criteria rests with you.

You should contact your VCE coordinator to gain access to and complete an application. Your principal will consider the application and make a recommendation to the VCAA at their discretion.

The VCAA reserves the right to contact the school when statements involving the school need to be verified.

Compassionate Late Withdrawal or Interrupted Studies

If an illness or personal circumstance has been so severe that you have not been coping with the demands of VCE studies, you should discuss with your VCE coordinator the possibility of being granted Compassionate Late Withdrawal or Interrupted Studies status. The school will need supporting professional evidence if you decide to pursue either of these options.

You should be aware of the Victorian Tertiary Admissions Centre (VTAC) Special Entry Access Scheme (SEAS). Check the VTAC website for details and closing dates: www.vtac.edu.au.

More information

More information about Special Provision is available from your school and on the VCAA website: www.vcaa.vic.edu.au/administration/special-provision/Pages/SpecialProvisionVCE.aspx.

Additional information

Important examination documents

You should contact your VCE coordinator to obtain the following documents:

- Student Examination/Assessment timetables
- examination advice slips (for Chinese First Language oral examination).
- Special Examination Arrangements advice slips.

Sample examination front covers, data books, formula sheets and Multiple-Choice Answer Sheets for written examinations are published on the VCAA website before the written examination period: www.vcaa.vic.edu.au/assessment/vce-assessment/past-examinations/Pages/ExaminationMaterialsIndex.aspx.

Response materials and recordings

Your response materials, audio and audiovisual recordings remain the property of the VCAA and will not be returned. Response materials may be made available for inspection under certain conditions.

The following materials are not available for inspection:

- recordings of VCE Chinese First Language oral examinations.

Change of address advice

Your results will be sent to your address as recorded on VASS. The final date to amend your address is Friday 14 June 2024.

Consents and permissions

Earlier this year, you would have completed a Student Full Details form, in which you gave consent and permission for your personal or assessment information to be used.

It is critical that you check and confirm that you are comfortable with your consent and permission well before the end of the year.

For example, if you achieve a study score of 40 or above in any VCE study and you have given your consent, your achievement will be published in major newspapers and on the VCAA website.

Contact your school if you wish to check or change any of your consents and permissions.

Receiving your results

Your VCE results will arrive in the mail from Monday 1 July 2024. If you want to receive your results by email you must ensure that your school has recorded an accurate email address for you on VASS.

Victorian students enrolled in at least one unit of a NHT Unit 3–4 sequence will have their Statement of Results mailed to their postal address recorded in VASS as at Friday 14 June 2024.

VCE certificates are distributed by your school, rather than mailed with the results.

VCE Statement of Results and certificates for students studying the VCE offshore will be mailed to your Victorian partner school.

Australian Tertiary Admission Rank

Calculation of the Australian Tertiary Admission Rank (ATAR) is the responsibility of the Victorian Tertiary Admissions Centre (VTAC).

Any queries about the ATAR, applications for tertiary courses or selection procedures should be directed to VTAC.

(03) 9926 1020

www.vtac.edu.au

Key websites

All VCE, VCAL and VET information

www.vcaa.vic.edu.au

Information about VCE examinations and external assessments

www.vcaa.vic.edu.au/assessment/vce-assessment/past-examinations/Pages/index.aspx

Information on tertiary entry and the ATAR

www.vtac.edu.au

Information on vocational education and training, and apprenticeships

www.vic.gov.au/about-vocational-education-training-school

Information on financial assistance for tertiary study in Australia

www.studyassist.gov.au

Information on the student and youth allowance

www.servicesaustralia.gov.au

A range of information and advice on studying, working and services for young people

www.youthcentral.vic.gov.au

On Track survey

www.vic.gov.au/on-track-survey

You may be contacted about On Track after you leave school.

