

2022 Principal's Agreement and Appointment of Supervisors

Background

This document should be read in conjunction with the following 2022 forms:

- Agreement to conduct and administer VCE external assessments
- Supervisors – Appointment

VCE Providers with students enrolled in one or more VCE or scored VCE VET unit 3-4 sequence or Senior VCAL 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 *2022 Agreement to conduct and administer VCE external assessments*.

Principals are responsible for ensuring that their **home** school students are correctly supervised for all VCE external assessments, including those undertaking one or more VCE or scored VCE VET unit 3-4 or Senior VCAL sequence at a provider/Registered Training Organisation that isn't their home 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 legal requirement that all VCE external assessment supervisors obtain a 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

Action Required

All VCE Providers must carefully read this document then complete and return the following 2022 forms:

1. *Agreement to conduct and administer VCE external assessments*
2. *Supervisors – (only if you are a school hosting VCE external assessments)*

Please return the completed forms by email to vcaa.exam.logistics@education.vic.gov.au
(Subject: Agreement and/or Supervisors 2022)

These forms must be returned no later than **Thursday 12 May 2022**.

Contacts

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

• 2022 Agreement to Conduct and Administer VCE External Assessments

Principals must complete and sign the *2022 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 *2022 Agreement to conduct and administer VCE external assessments*. (refer to points 14,16,18 and 21)

The completed form must be signed and returned to the VCAA by **Thursday 12 May**.

• Appointment of Supervisors

Supervisor details must be forwarded to the VCAA on the *2022 Supervisors* form by **Thursday 12 May**.

It is imperative that:

- The 'Conditions of Appointment' printed on the front page of this form are read and understood prior to nominating supervisors.
- When nominating ongoing supervisors, please ensure they are available, still meet the VCAA eligibility requirements and that 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 forms are available on VASS.

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].

Supervisor Allocation Rules

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

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

Supervisor Payments

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

The rate of pay for the GAT, VCE examinations on the Northern Hemisphere Timetable (NHT) and Extended Investigation Critical Thinking Test (CTT) is: **\$39.28** for chief supervisors and **\$32.55** for assistant supervisors per hour within a session. Session rates are based on a minimum number of hours which will be listed in the *VCE Examination Manual 2022*.

Chief supervisors will be paid an additional administrative allowance for work associated with checking stationery and papers after delivery; 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 presenting at a centre for each VCE external assessment.

The funds provided by the VCAA **do not** include payment for setting up furniture in the centre. Schools are responsible for arranging the setting up of furniture in the centre.

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

Where schools are obliged to use multiple classrooms, the VCAA will consider applications for extra funding of assistant supervisors.

The VCAA will usually allocate funding for one additional supervisor per classroom on the basis of 20 students allocated to a room. There will also be funding allocated for a roaming assistant supervisor for separate areas to assist with student toilet breaks.

Schools requesting funding of additional supervisors must apply on the *Application for the Funding of Additional Assistant Supervisors – 2022* form.

• 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 an assistant supervisor to a training session to assist with succession and contingency planning.

Training sessions will be held online during June using Webex Events. Further information about training, including registration, will be provided in a VCAA Notice to Schools.