

2022 General Achievement Test (GAT) centres

To be completed and returned by Thursday 12 May 2022 to vcaa.exam.logistics@education.vic.gov.au (Subject: GAT Centres 2022)

Refer to the Examination Centre Summary (Written) report prior to completing this form.

When completing your GAT centre details:

1. Provide the full name of each centre (for example, Smith Hall, library, gym, VCE Wing, Room 204).
2. You must complete and return the **Approval to Transfer** form if your school is making any of the following arrangements:
 - retaining the arrangements you had in 2021 with another school*
 - transferring any students to another school for either section A or sections A and B*

Failure to complete and return the approval form will mean that changes will not occur and previous year's arrangements will not continue in 2022.

* For each school hosting your students an **Approval to Transfer** form must be completed.

COLLECTION NOTICE

The Victorian Curriculum and Assessment Authority (VCAA) is a statutory authority continued under the *Education and Training Reform Act 2006 (Vic)*. The VCAA collects the information requested in this form, which includes personal information as defined in section 3 of the *Privacy and Data Protection Act 2014 (Vic)*, for the purpose of facilitating your school's administration of Victorian Certificate of Education (VCE) external assessments. When an individual's personal information is provided to the VCAA by a third party, the VCAA requests that the individual is made aware their personal information will be or has been provided to the VCAA, the purpose for which it will be or was provided and to whom it will be or is likely to be disclosed. The personal information collected in this form will be disclosed to and used by relevant employees and/or contractors for and in connection with the abovementioned purpose. The personal information collected will not otherwise be used or disclosed by the VCAA, except with the consent of the individual, or if the VCAA is required or otherwise permitted by law to do so. If the requested information is not provided, it will mean that your school will not be able to administer VCE external assessments. An individual may request access to personal information the VCAA holds about them, if any, and request its correction if inaccurate. To do so, please contact Assessment Operations on (03) 9059 4141. The VCAA Privacy Policy can be found at www.vcaa.vic.edu.au/Footer/Pages/Privacy.aspx.

HOME SCHOOL DETAILS

VCAA School number

School name

Contact person

Position

Telephone () ()
(Business hours) *(After hours – this will only be used in an emergency during assessment periods.)*

Mobile

Email

Are you a Senior VCAL only provider? Yes No

Is this the first time your school will be conducting the GAT? Yes No

If YES, has your security set up been audited by the VCAA? Yes No

If NO, please contact the Project Manager, Examinations Conduct and Administration at vcaa.exam.logistics@education.vic.gov.au

Principal's signature

Date / / 2022

CENTRE DETAILS

CENTRE 1

Centre name

Site address

Postcode

Do you require the VCAA to move some of your students from centre 1 to any additional centres* you will be using?

- Yes** ► If **YES**, provide details below of:
1. Each centre that will be used for the conduct of the GAT.
 2. How you want the VCAA to move the students to each centre by choosing **ONE** of the 3 options provided.
- No** ► Return the form with your principal's signature.

* Additional centres can be within the school grounds, external to the school or a combination of both.

ADDITIONAL CENTRES

CENTRE 2

Centre name

Site address

Postcode

CENTRE 3

Centre name

Site address

Postcode

CENTRE ALLOCATION

- Option 1 – Quantity of students** For example, Centre 1 = First 200 Centre 2 = Next 100 Centre 3 = Last 50
- Option 2 – Year level** For example, Centre 1 = Year 10 & 11 Centre 2 = Year 12
- Option 3 – Alphabetical** For example, Centre 1 = A–M incl. Centre 2 = N–Z

CENTRE 1	CENTRE 2 (Additional)	CENTRE 3 (Additional)
<i>Office use only</i>		