

# OFFSHORE VCE EXAMS NAVIGATOR 2017

## STUDENT INFORMATION AND EXAMINATION TIMETABLE

This booklet contains information on:

Approved materials and equipment

VCAA rules

Examination timetables

Special Provision



[www.vcaa.vic.edu.au/pages/vce/exams/index.aspx](http://www.vcaa.vic.edu.au/pages/vce/exams/index.aspx)

# IMPORTANT

**This booklet should be read by all students presenting for 2017 VCE external assessments in China, Timor-Leste, the Philippines and Vanuatu.**

**External assessments include written, aural, electronic/digital and oral examinations.**

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# GLOSSARY OF TERMS

## VCAA

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The Victorian Curriculum and Assessment Authority (VCAA), an independent statutory body directly responsible to the Minister for Education, serving both government and non-government schools.

## VCE EXTERNAL ASSESSMENT (EXAMINATION)

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Any centrally set task that is assessed externally by the VCAA, including any written, electronic/digital, oral and aural tasks conducted to the requirements of the accredited study design and taken under examination conditions.

# VCE EXTERNAL ASSESSMENTS

## VCAA STUDENT NUMBER

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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 is supplied by your school.

## STUDENT IDENTIFICATION

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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 Languages oral examinations').

## TIMETABLE CLASHES AND THREE EXAMINATIONS ON ONE DAY

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You may have a timetable clash (two examinations scheduled at the same time) or three examinations scheduled on one day.

Your school should already be aware of any timetable clashes or if students are required to sit three examinations on one day.

All examinations must take place on the date published in the VCE examination timetable. If you have an examination at an alternative time, you will be supervised between examinations. The VCAA will contact schools to advise them of the scheduling arrangements for individual students.

## CONDUCT OF WRITTEN EXAMINATIONS

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

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

During reading time you may study the instructions for the examination, the question book and a dictionary or bound reference if these are permitted in the examination.

## EXAMINATION CENTRE, VENUE, ROOM

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A location where VCE external assessments are held.

## RESPONSE MATERIALS

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Any designated answer book, question and answer book or multiple-choice answer sheet in which the students record their responses.

## SUPERVISOR

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

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

Your responses to examination questions must be entered on the response materials as instructed. Notes and other markings made elsewhere on the response materials will not be assessed. You should use a blue or black pen in your responses, unless otherwise instructed. Some examinations require you to complete a multiple-choice answer sheet. You should ensure that you use the multiple-choice answer sheet provided and follow the instructions printed on the sheet.

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

You cannot leave the examination before 30 minutes has elapsed from the start of writing time. An announcement will be made prior to the scheduled last five minutes of writing time. You cannot leave the examination after this announcement, 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 give the direction for you to leave the room. Any disruptive behaviour by students during the examination will be reported to the VCAA. The matter will be investigated, and appropriate action will be taken by the VCAA (refer to 'VCAA Rules' on page 8).

## BOTTLED WATER

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You may bring bottled 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 1500mL.
- Water bottles must not be placed on the table at any time.
- Water bottles must not be refilled during the examination.
- Water bottles must not be shared between students.



## MOBILE PHONES AND OTHER ELECTRONIC DEVICES

Mobile phones and other unauthorised electronic communication devices, organisers, iPods, MP3 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 under normal written examination 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 a written examination. 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 of the examination.

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

## 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.

Calculators must not be used during reading time.

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

Scientific calculators may be used 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

These are the conditions under which all calculators may be used:

- The calculator must be silent and hand-held, 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 will also be 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, iPods, MP3 players, pocket-organisers, laptops, palmtops, calculator models that can 'communicate' with other calculators and notebooks are excluded from use in any examination, except under specified circumstances for which prior approval has been given by the VCAA.

## Scientific calculators

Only scientific calculators may be used for examinations in the following studies:

- Accounting
- Chemistry
- Environmental Science
- 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 by the VCAA for use in Further 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 prior to 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 Environmental Science Physics	Scientific calculator only
Further Mathematics Examinations 1 and 2	Approved CAS calculator or CAS software for approved schools only A scientific calculator is also permitted
Mathematical Methods Examination 2 Specialist Mathematics Examination 2	Approved CAS calculator or CAS software for approved schools only A scientific calculator is also permitted

## MATHEMATICS EXAMINATIONS: USE OF BOUND REFERENCES

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 reference as stored files on a CD-ROM, DVD or USB.

The following table summarises the examinations in which the bound reference may be taken.

STUDY	EXAMINATION 1	EXAMINATION 2
Further 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 reference

- The bound reference 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, post-it notes or other pages or material designed to be detached
- forms of collation/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.

Bound references must not be shared between students during an examination. For further information contact the VCAA on (+613) 9225 2349.

## DICTIONARIES

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

- Dictionaries are only allowed in 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 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 in any examination.
- Dictionaries may not be shared between students during an examination.
- Electronic dictionaries are not permitted in any examination.

# 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 of the examination.

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

## Basic stationery

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

Pencil cases can only be brought into the examination room if they are transparent, i.e. 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 in any examination.

It is recommended that you do not use erasable pens.

For some examinations, you are permitted to bring additional specific materials into the examination, as follows:

EXAMINATION	APPROVED MATERIALS AND EQUIPMENT
Examinations with a multiple-choice component	<ul style="list-style-type: none"> <li>pencil and eraser</li> </ul>
Accounting	<ul style="list-style-type: none"> <li>one scientific calculator</li> <li>pencil should be used where calculations are required</li> </ul>
Chemistry	<ul style="list-style-type: none"> <li>one scientific calculator</li> </ul>
English	<ul style="list-style-type: none"> <li>an English and/or bilingual printed dictionary</li> </ul>
English as an Additional Language (EAL)	<ul style="list-style-type: none"> <li>an English and/or bilingual printed dictionary</li> </ul>
Environmental Science	<ul style="list-style-type: none"> <li>one scientific calculator</li> </ul>
Further Mathematics Examination 1	<ul style="list-style-type: none"> <li>one approved CAS calculator or CAS software and one scientific calculator</li> <li>one bound reference that may be annotated (see page 6)</li> </ul>
Further Mathematics Examination 2	<ul style="list-style-type: none"> <li>one approved CAS calculator or CAS software and one scientific calculator</li> <li>one bound reference that may be annotated (see page 6)</li> </ul>
Languages Examinations	<ul style="list-style-type: none"> <li>any printed monolingual and/or bilingual dictionary in one or two separate volumes</li> </ul>
Mathematical Methods Examination 2	<ul style="list-style-type: none"> <li>one approved CAS calculator or CAS software and one scientific calculator</li> <li>one bound reference that may be annotated (see page 6)</li> <li>protractor, set square and aids for curve sketching</li> </ul>
Physics	<ul style="list-style-type: none"> <li>one scientific calculator</li> <li>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)</li> </ul>
Specialist Mathematics Examination 2	<ul style="list-style-type: none"> <li>one approved CAS calculator or CAS software and one scientific calculator</li> <li>one bound reference that may be annotated (see page 6)</li> <li>protractor, set square and aids for curve sketching</li> </ul>

# VCAA RULES

You 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 your school and of the examination centre.

VCAA rules shall apply to students with disabilities or other impairments, with such modifications as may be appropriate and reasonable.

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.

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 include a reprimand through 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.

## VCAA RULES FOR THE CONDUCT OF VCE EXTERNAL ASSESSMENTS

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1. Students must not cheat or assist other students to cheat.
  2. Students must not take any action that gives or attempts to give them or another student an unfair advantage in a VCE external assessment.
  3. Students must not allow, induce or assist any other person to present for a VCE external assessment in their place.
  4. Students must not present for a VCE external assessment in another student's place.
  5. Students must not present for a VCE external assessment under the influence of alcohol or drugs.
  6. Students must obey and observe all proper instructions or directions given by their supervisor.
  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 will be retained pending any investigation into an alleged breach of VCAA rules.
  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, checked and an announcement is made permitting students to leave the examination room.
  22. 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.
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# 2017 OFFSHORE VCE EXAMINATION TIMETABLE

• You must check the **starting time** of each examination, **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, except for Portuguese which has a 10-minute reading period.

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

• If you are presenting for performance examinations, **Languages examinations 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), and all Languages.

## CHINA

Times shown in China Standard Time (CST)

<b>Wednesday 1 November</b>	<b>6.30am–9.45am</b> English as an Additional Language (EAL)	
<b>Thursday 2 November</b>	<b>No examinations</b>	
<b>Friday 3 November</b>	<b>11.00am–12.45pm</b> Further Mathematics Examination 1	
<b>Monday 6 November</b>	<b>6.30am–8.15am</b> Further Mathematics Examination 2	<b>12.00pm–2.15pm</b> Business Management
<b>Tuesday 7 November</b>	<b>No examinations</b>	
<b>Wednesday 8 November</b>	<b>6.30am–7.45am</b> Mathematical Methods Examination 1	
<b>Thursday 9 November</b>	<b>8.45am–11.00am</b> Mathematical Methods Examination 2	
<b>Friday 10 November</b>	<b>6.30am–7.45am</b> Specialist Mathematics Examination 1	<b>12.00pm–2.15pm</b> Accounting
<b>Monday 13 November</b>	<b>12.00 pm – 2.15 pm</b> Specialist Mathematics Examination 2	
<b>Tuesday 14 November</b>	<b>6.30am–9.15am</b> Chemistry	
<b>Wednesday 15 November</b>	<b>6.30am–9.15am</b> Physics	
<b>Thursday 16 November</b>	<b>No examinations</b>	
<b>Friday 17 November</b>	<b>6.30am–8.15am</b> Studio Arts	
<b>Monday 20 November</b>	<b>8.45am–11.00am</b> Chinese First Language	

## TIMOR-LESTE

Times shown in Timor-Leste Time (TLT)

<b>Wednesday 18 October</b>	<b>12.00pm–2.40pm</b> Portuguese The examination commences with a <b>10 minute reading period</b>	
<b>Wednesday 1 November</b>	<b>7.30am–10.45am</b> English English as an Additional Language (EAL)	
<b>Thursday 2 November</b>	<b>No examinations</b>	
<b>Friday 3 November</b>	<b>12.00pm–1.45pm</b> Further Mathematics Examination 1	
<b>Monday 6 November</b>	<b>7.30am–9.15am</b> Further Mathematics Examination 2	<b>1.00pm–3.15pm</b> Business Management
<b>Tuesday 7 November</b>	<b>No examinations</b>	
<b>Wednesday 8 November</b>	<b>7.30am–8.45am</b> Mathematical Methods Examination 1	
<b>Thursday 9 November</b>	<b>9.45am–12.00pm</b> Mathematical Methods Examination 2	
<b>Friday 10 November</b>	<b>1.00pm–3.15pm</b> Accounting	
<b>Monday 13 November</b>	<b>No examinations</b>	
<b>Tuesday 14 November</b>	<b>7.30am–10.15am</b> Chemistry	
<b>Wednesday 15 November</b>	<b>No examinations</b>	
<b>Thursday 16 November</b>	<b>No examinations</b>	
<b>Friday 17 November</b>	<b>1.00pm–3.15pm</b> Environmental Science	
<b>Tuesday 21 November</b>	<b>No examinations</b>	
<b>Wednesday 22 November</b>	<b>9.45am–12.00pm</b> Indonesian Second Language	

## VANUATU

Times shown in Vanuatu Time (VUT)

<b>Wednesday 1 November</b>	<b>9.00am–12.15pm</b> English as an Additional Language (EAL)	
<b>Thursday 2 November</b>	<b>No examinations</b>	
<b>Friday 3 November</b>	<b>2.00pm–3.45pm</b> Further Mathematics Examination 1	
<b>Monday 6 November</b>	<b>9.00am–10.45am</b> Further Mathematics Examination 2	<b>3.00pm–5.15pm</b> Business Management
<b>Tuesday 7 November</b>	<b>No examinations</b>	
<b>Wednesday 8 November</b>	<b>No examinations</b>	
<b>Thursday 9 November</b>	<b>No examinations</b>	
<b>Friday 10 November</b>	<b>3.00pm–5.15pm</b> Accounting	

## PHILIPPINES

Times shown in Manila Time

<b>Monday 6 November</b>	<b>12.00pm–2.15pm</b> Business Management
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## IF YOU ARRIVE LATE FOR A VCE EXAMINATION

If you arrive late for a VCE written examination:

- 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 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
    - you have not seen or read the examination question book prior to your admittance
    - you have not received any information about the contents of the examination question book
    - 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 Languages oral examination, you may have your assessment rescheduled to an alternative time, provided you have a valid reason for the lateness, which must be endorsed by your home school.

## IRREGULARITIES

Irregularities are events that significantly interrupt and adversely impact your performance immediately before or during a VCE external assessment, and that are outside your control. Examples of events that can occur are:

- power failures, emergency evacuations and other disruptive events
- printing and/or collating errors in examination question books
- excessive noise/interference
- incorrect interpretation of external assessment conditions or VCAA rules by supervisors
- procedural issues with the conduct of 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 (DES) rather than pursue an irregularity application through your school.

# ADVICE FOR LANGUAGES ORAL EXAMINATIONS

## DATE AND TIME OF ASSESSMENT

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Dates and venue information for Languages oral examinations will be available to schools on the Victorian Assessment Software System (VASS) from Monday 7 August.

## VCAA FORMS

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You should contact your VCE coordinator to obtain VCAA forms such as examination advice slips and information booklets. These documents are only available on VASS.

## STUDENT IDENTIFICATION

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

You should **not** wear school uniform.

### Examination advice slip

Two copies of the examination advice slip must be presented to a venue coordinator on arrival at the assessment venue. One copy will be retained by the venue coordinator; the other you will present to the assessor immediately before the commencement of your assessment.

## LANGUAGES ORAL COMPONENT

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### *Conditions*

- The oral examination will be conducted by two assessors.
- The oral examination will be conducted in the language being assessed. However, students will provide their student number in English.
- Dictionaries and electronic communication devices are not permitted.

### Oral examination for Portuguese and Indonesian Second Languages

#### *Description of task*

Section 1: Conversation (approximately 7 minutes)

A conversation between you and two assessors will cover topics about your personal world.

Section 2: Discussion (approximately 8 minutes)

A discussion will focus on the subtopic chosen for your detailed study.

You may support your discussion with objects such as photographs, diagrams and maps.

Notes and cue cards are **not permitted**.

### Oral examination for Chinese First Language

#### *Description of task*

Section 1: Presentation (approximately 5 minutes)

You will present an issue relating to the option selected for detailed study (Language and Culture through Literature and the Arts).

You may support your presentation with objects such as photographs, diagrams, maps and brief speaker's notes.

Speaker's notes must be in point form on one side of a cue card no more than 20 cm x 12.5 cm.

Section 2: Discussion (approximately five minutes)

A discussion between you and the assessors will focus on aspects of the nominated issue.

For further information refer to the relevant language on the VCAA website: [www.vcaa.vic.edu.au/pages/vce/index.aspx](http://www.vcaa.vic.edu.au/pages/vce/index.aspx)

# SPECIAL PROVISION

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

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

## SPECIAL EXAMINATION ARRANGEMENTS

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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.

The VCAA makes the decision on applications for Special Examination Arrangements for all VCE external assessments. Schools are responsible for submitting an application for Special Examination Arrangements on behalf of their students.

All applications for 2017 VCE external assessments 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 discuss this initially with your VCE coordinator. The school may then submit a late application, which must include the appropriate supporting documentation.

Students who have been granted EAL status on the basis of unfamiliarity with the English language are not eligible for Special Examination Arrangements on this basis alone, unless they qualify for EAL status because of a hearing impairment.

## EMERGENCY SPECIAL EXAMINATION ARRANGEMENTS

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Applications for emergency Special Examination Arrangements may be submitted by schools if a student experiences a sudden illness, accident or personal trauma immediately before or during the relevant assessment period. These applications must be supported by appropriate evidence.

## DERIVED EXAMINATION SCORE (DES)

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If you are significantly affected by the onset of an illness, or the occurrence of an injury or personal trauma 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, for example 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 volunteer work.

This applies to all VCE external assessments. A DES is not available for the GAT.

## Attendance at VCE external assessments

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

If you do not attend an external assessment and your application for a DES is not approved, you will receive 'NA' for that external assessment. The VCAA does not expect you to attend an external assessment against medical advice, but you must still 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 diagnosis and inability to attend.

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

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

The VCAA must receive your DES application no later than seven days after your last external assessment in the relevant assessment period. Your individual Student Examination/Assessment Timetable contains the DES closing dates.

Please note that 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.

It is very important that you read and follow these instructions carefully. Submitting an incomplete application may jeopardise the chances of the application being approved.

## 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. The 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 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's Special Entry Access Scheme (SEAS). Check the VTAC website for details and closing dates: [www.vtac.edu.au](http://www.vtac.edu.au)

More information about Special Provision is available via schools and on the VCAA website: [www.vcaa.vic.edu.au/pages/vce/exams/specialprovision/specialprovision.aspx](http://www.vcaa.vic.edu.au/pages/vce/exams/specialprovision/specialprovision.aspx)

# ADDITIONAL INFORMATION

## IMPORTANT EXAMINATION DOCUMENTS

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You should contact your VCE coordinator to obtain the following documents, which can be downloaded from VASS:

- Student Examination/Assessment Timetables
- Examination advice slips (for Languages oral examinations)
- Special Examination Arrangements advice slips.

Sample examination front covers, data books, formula sheets and multiple-choice answer sheets are published on the VCAA website prior to the written examination period:

[www.vcaa.vic.edu.au/pages/vce/exams/index.aspx](http://www.vcaa.vic.edu.au/pages/vce/exams/index.aspx)

### Response materials and audio recordings

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

## CHANGE OF ADDRESS ADVICE

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Your results will be sent to your address as recorded on VASS. The final date to amend your address is Friday 1 December 2017.

## CONSENTS AND PERMISSIONS

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

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

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

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

## AUSTRALIAN TERTIARY ADMISSION RANK (ATAR)

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Calculation of the 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, 40 Park Street, South Melbourne VIC 3205

Website: [www.vtac.edu.au](http://www.vtac.edu.au)

## KEY WEBSITES

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**[www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)**

for all VCE, VCAL and VET information

**[www.vcaa.vic.edu.au/pages/vce/exams/index.aspx](http://www.vcaa.vic.edu.au/pages/vce/exams/index.aspx)**

for information about VCE examinations and assessment

**[www.vtac.edu.au](http://www.vtac.edu.au)**

for information on tertiary entry and the ATAR

**[www.myfuture.edu.au](http://www.myfuture.edu.au)**

for post-Year 12 advice

**[www.studyassist.gov.au](http://www.studyassist.gov.au)**

for information on financial assistance for tertiary study in Australia

**[www.humanservices.gov.au](http://www.humanservices.gov.au)**

for student and youth allowance information

**[www.youthcentral.vic.gov.au](http://www.youthcentral.vic.gov.au)**

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

**[www.education.vic.gov.au/about/research/pages/ontrack.aspx](http://www.education.vic.gov.au/about/research/pages/ontrack.aspx)**

you may be contacted about On Track after you leave school

**[www.studymelbourne.com.au](http://www.studymelbourne.com.au)**

for a range of information and advice for International students studying, working and living in Victoria

# 2017 VCE RESULTS AND ATAR SERVICE

The VCAA and VTAC offer two options for accessing VCE results, VCAL results and the ATAR:

- internet
- mail.

VCE results and ATARs are available from the 2017 VCE Results and ATAR Service from 7.00am AEDT Friday 15 December.

Only 2017 results are recorded on this service.

You will need your VCAA student number and your results service PIN. Both the VCAA and VTAC encourage students to change their default PIN which is the first four digits of their birthdate (for example, 17 July = 1707) to protect the security of their results.

If you have registered with VTAC, please note that your VTAC ID and PIN are separate from your results service PIN. Only your VCAA student number and results service PIN can be used to access the 2017 VCE Results and ATAR Service.

To change your PIN go to [www.vtac.edu.au](http://www.vtac.edu.au) and follow the links.

## INTERNET

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[resultsandatar.vic.edu.au](http://resultsandatar.vic.edu.au)

The internet service is free and available 24 hours a day from 7.00am AEDT Friday 15 December until 12 noon Wednesday 20 December.

Note: location restrictions may prevent access from outside Australia between 7.00am and 7.15am AEDT Friday 15 December.

## MAIL

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VCE and VCAL results and ATAR statements will arrive in the mail from Monday 18 December. Printed ATAR statements are only mailed to VTAC applicants who have submitted and paid for a course application. Students who have not applied for courses can request an ATAR statement from the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au). Administrative fees apply.

VCE and VCAL certificates are distributed by schools and colleges, rather than mailed with the results.

## Post Results and ATAR Service (PRAS)

The Post Results and ATAR Service blog contains detailed information from the VCAA and VTAC about your results and ATAR, as well as answers to frequently asked questions. If you have further questions after receiving your results and ATAR, contact PRAS by email.

7.00am–5.00pm AEDT Friday 15 December

9.00am–5.00pm AEDT Saturday 16 to Tuesday 19 December

[pras@edumail.vic.gov.au](mailto:pras@edumail.vic.gov.au)

<http://resultsandatar.wordpress.com/>

You cannot access results through PRAS.

Further details on the 2017 VCE Results and ATAR Service can be found at: [resultsandatar.vic.edu.au](http://resultsandatar.vic.edu.au)