

VCAA rules for the conduct of VCE external assessments

Extended Investigation Critical Thinking Test, oral and performance examinations, General Achievement Test (GAT) and written 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 their school and 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 the 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 proper 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 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.
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.

Calculators

Scientific calculators – Are permitted for use in Accounting, Algorithmics (HESS), Chemistry, Computing: Software Development, Environmental Science, Further Mathematics (Exams 1 and 2), Mathematical Methods (Exam 2), Physics, Specialist Mathematics (Exam 2), Systems Engineering, VET Business, VET Engineering Studies, VET Furnishing, VET Hospitality, VET Information Media and Technology, VET Integrated Technologies and VET Laboratory Skills.

CAS calculators – VCAA-approved CAS calculators are permitted for use in Further Mathematics (Exams 1 and 2), Mathematical Methods (Exam 2) and Specialist Mathematics (Exam 2). The use of CAS software may only occur if prior approval has been granted in writing by the VCAA to the principal of the school.

Dictionaries

GAT, English and English as an Additional Language (EAL) – Any printed English and/or bilingual dictionary may be used.

Language written examinations – Any printed monolingual and/or bilingual dictionary in one or two separate volumes may be used.

Dictionaries may be consulted during both reading and writing time.

Dictionaries are **NOT** permitted in any other VCE external assessments, including Language oral examinations.

Dictionaries that contain a thesaurus are **NOT** permitted. Dictionaries must **NOT** contain any highlighting or annotation. Electronic dictionaries are **NOT** permitted.