

Special Examination Arrangements

Documentation Checklist - 2022

Documentation/evidence checklist	
1. All Applications	
	<input type="checkbox"/> The signed student consent <input type="checkbox"/> The school-based evidence form
2. Condition specific mandatory evidence	
Mental Health Condition	<input type="checkbox"/> The Health Professional Statement completed by the student's primary treating health professional within the year of the application or term four of the year prior.
Health Impairment or Physical Disability	<input type="checkbox"/> The Health Professional Statement completed by the student's primary treating health professional within the year of the application or term four of the year prior.
Specific Learning Disorder - ALL	<input type="checkbox"/> One of the prescribed cognitive assessments administered no earlier than the student's last year of primary schooling (i.e. Grade 6).
- Impairment in written expression	<input type="checkbox"/> Essays one and two with the completed VCAA Essay Cover Sheets <input type="checkbox"/> <i>Requests for additional working time for mathematics assessments must also include: Mathematics assessments completed at school by the student - with and/or without special provisions, with the completed VCAA Mathematics Assessment Cover Sheet.</i>
- Impairment in reading	<input type="checkbox"/> The Progressive Achievement Test in Reading (edition 4 or 5) Test Booklet 10; completed no earlier than the year the student commenced the VCE or term four of the year prior.
- Impairment in mathematics	<input type="checkbox"/> Mathematics assessments completed at school by the student - with and/or without special provisions, with the completed VCAA Mathematics Assessment Cover Sheet. <i>Schools are encouraged to include study specific teacher observations of student difficulties during assessments and in class in the school-based evidence form or as a separate attachment.</i>
Language Disorder	<input type="checkbox"/> One of the prescribed cognitive assessments administered no earlier than the student's last year of primary schooling (i.e. Grade 6). <input type="checkbox"/> Clinical Evaluation of Language Fundamentals assessment (edition five) completed no earlier than the year the student commenced the VCE or term four of the year prior. <input type="checkbox"/> The Progressive Achievement Test in Reading (edition 4 or 5) Test Booklet 10; completed no earlier than the year the student commenced the VCE or term four of the year prior.
Motor Coordination Disorder	<input type="checkbox"/> The 'Detailed Assessment of Speed of Handwriting' (DASH) assessment administered no earlier than the student's final year of primary schooling (i.e. Grade 6).
Deaf or Hard of Hearing	<input type="checkbox"/> A recent unaided audiogram and report from a qualified practitioner indicating a bilateral sensori-neural hearing loss and/or conductive hearing loss that is moderate, severe or profound. <input type="checkbox"/> A supporting statement with comments and recommendations from a specialist teacher, along with confirmation of enrolment with the Visiting Teacher Service or school for hearing-impaired students.
Vision Impairment	<input type="checkbox"/> Evidence of a moderate or severe vision impairment from either an ophthalmologist or the Educational Vision Assessment Clinic (EVAC). <input type="checkbox"/> A supporting statement with comments and recommendations re appropriate Special Examination Arrangements from a specialist teacher, along with confirmation of the student's enrolment with the Visiting Teacher Service.
3. Provision specific evidence (additional to above)	
Extra working time	<input type="checkbox"/> Essays one and two with the completed 'VCAA Essay Cover Sheets' ¹
The use of a computer, scribe or voice to text technology	<input type="checkbox"/> Essays one, two and three with the completed 'VCAA Essay Cover Sheets' ¹

The closing date for known and chronic conditions is 8 April 2022, being the last day of Term One.

VCAA Special Provision: 1800 205 455 or vcaa.special.provision@education.vic.gov.au

¹ Not required where the request is due to a 'Specific Learning Disorder-impairment in reading', a mental health condition or a moderate to severe vision impairment.