

# FM-SRT01 – Confirmation of Marks Application



Send to:  
Skills Recognition: Testing  
VETASSESS  
GPO Box 2752  
MELBOURNE VIC 3001

or in person to:  
Level 5  
478 Albert Street  
EAST MELBOURNE VIC 3002  
Fax Number: 03 9655 4899

Application Number

(Office Use)

This form is for **candidate** use. Before completing this application please read the information about 'Confirmation of Marks' on the back of this form.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Home Ph: \_\_\_\_\_ Work Ph: \_\_\_\_\_ Mobile: \_\_\_\_\_

Candidate ID No: \_\_\_\_\_ Date of Birth:     /     /

Institute or examination centre: \_\_\_\_\_

Name of test or examination: \_\_\_\_\_

Date of test or examination: \_\_\_\_\_

Candidate's Signature: \_\_\_\_\_

### IMPORTANT NOTES:

- Applications close within the following deadlines:
  - Victoria Police Examination: **30 days** from the date results were issued by VETASSESS
  - VETASSESS Test e.g. Nursing and Aged Care: **5 days** from the date scores were issued by VETASSESS
- Refer to VETASSESS for the closing date for other tests and examinations
- The closing date is subject to change without notice
- The 'Confirmation of Marks' fee is \$27.50 (incl. GST) per examination component requested
- This fee is **NOT refundable**

Payment by credit card, bank cheque or money order payable to 'VETASSESS' must accompany this completed form. Alternatively, cash or credit card payments may be made in person at VETASSESS.

Credit Card Details:

Card No: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_     Expiry Date: \_\_\_\_ / \_\_\_\_

Amount: \$27.50

Card Validation Code: \_\_\_\_\_ (The last 3 digits of the number printed on the signature panel).

Name of Cardholder: .....Signature: .....



## Confirmation of Marks

A candidate may apply to VETASSESS for a Confirmation of Marks for the multiple choice component of an examination or test unless excluded from the process by the relevant external agency.

The Confirmation of Marks involves manual checking of the multiple-choice answer sheet to confirm that the sheet was completed in accordance with requirements, manual checking of the results database to confirm candidate answers were electronically scanned in accordance with requirements and manual tabulation of the candidate's total score to confirm the accuracy of the computerised processing of the result. As a Confirmation of Marks, the candidate will receive a report on these procedures and a statement comprising the mark attained for each question.

The application must be made on the VETASSESS *FM-SRT01 Confirmation of Marks Application* (see Appendix K) and must be received at VETASSESS within the required number of days as indicated on the form following the scheduled examination date, accompanied by the scheduled fee of \$27.50 (incl. GST) per test component.

The candidate will be advised of the outcome of the Confirmation of Marks within 10 days of the receipt of the completed application form at VETASSESS.