

FM-SRT02 – Inspection of Examination Script 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 is an appointment application only - Do **NOT** send payment

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

Name: _____

Address: _____

_____ Postcode: _____

Home Ph: _____ Work Ph: _____ Mobile: _____

Both Candidate ID and Examination Centre must be quoted or the application may be delayed.

Candidate ID No: _____ Date of Birth: / /

Institute or Examination Centre: _____

Name of test or examination: _____

Date of test or examination: _____

Candidate's Signature: _____ Date: _____

IMPORTANT NOTES:

- Applications must be received at VETASSESS within **60 days** of the scheduled examination date.
- VETASSESS or the Examination Centre will contact the applicant to arrange a suitable script inspection time, depending on where the inspection is to be conducted.
- During the inspection, the candidate or their authorised person is **not** permitted to take notes, duplicate or remove any part of the examination materials.
- Examination papers are exempt documents under SECTION 34 (4) (c) of the Freedom Of Information Act 1982.

Inspection of Examination Scripts by Candidates

A candidate may apply to VETASSESS to view their examination script and response materials, unless the examination is excluded from the process by the relevant external agency.

The application must be made on the VETASSESS *FM-SRT02 Inspection of Examination Script Application* (see Appendix J) and must be received at VETASSESS **within 60 days** of the scheduled examination date.

The candidate will normally be required to attend the office of VETASSESS during office hours to view their examination script under supervision of the Administration Officer, VETASSESS. The candidate may be accompanied by one other person (eg. a teacher or instructor) and collaborate with that person during the script inspection. The candidate or their authorised person is **not** permitted to take notes, duplicate or remove any part of the examination materials. The scheduled fee for script inspection at VETASSESS is \$20.00 (incl. GST) per quarter hour or part thereof.

Mobile phones and other electronic communication devices must be switched off during a script inspection.

In special circumstances authorised by the Manager, Skills Recognition: Testing, VETASSESS, delivery of a photocopy of an examination script to the RTO will be arranged. In such cases, the Examinations Officer of the RTO will be required to supervise the script inspection procedure and ensure the procedure is properly conducted. The Examinations Officer is also responsible for returning the examination script within 72 hours of the conclusion of the script inspection. The scheduled fee for a script inspection at the RTO is \$20.00 (incl. GST) per quarter hour or part thereof, plus a \$25.50 (incl. GST) VETASSESS administration fee and an additional \$22.00 (incl. GST) fee to cover the RTO's administrative costs.