

SUPERVISOR RELATIONSHIPS STATUTORY DECLARATION - 2025

(to be completed by supervisors, clarifiers, Auslan interpreters, readers, scribes)

I _____ [full name]

of _____ [address]

make the following statutory declaration under the *Oaths and Affirmations Act 2018* (Vic):

To the best of my knowledge I satisfy the Victorian Curriculum and Assessment Authority (VCAA) eligibility criteria set out below.

Tick all that apply

- ☐ 1. As a **Chief Supervisor**, I am not:
- (i) Related to, or associated with, **any** student required to sit the GAT or **any** student undertaking a VCE Unit 3 or 4 study in 2025.
 - (ii) Teaching **or** tutoring **any** student required to sit the GAT or **any** student undertaking a VCE Unit 3 or 4 study in 2025.
 - (iii) Related to or associated with **any** person engaged in teaching, tutoring or coaching **any** students required to sit the GAT, **any** students undertaking a VCE Unit 3 or 4 study in 2025, or **any** school personnel engaged in organising or checking VCE external assessment* materials on behalf of a school in 2025.
 - (iv) Employed at the school in any other capacity, including as a teacher, casual relief teacher (CRT) or member of the administration staff.
- ☐ 2. As an **Assistant Supervisor**, I am not:
- (i) Related to, or associated with, **any** student required to sit the GAT or **any** student undertaking a VCE Unit 3 or 4 study in 2025 **at the school** where I am employed.
 - (ii) Teaching **any** student required to sit the GAT or teaching **any** student in a VCE Unit 3 or 4 study in 2025.
 - (iii) Tutoring a student required to sit the GAT or tutoring a student in a VCE Unit 3 or 4 study in 2025 **at the school** where I am employed.
 - (iv) Related to or associated with **any** person engaged in teaching, tutoring or coaching any students required to sit the GAT, or any students undertaking a VCE Unit 3 or 4 study in 2025, or any school personnel engaged in organising or checking VCE external assessment* materials **at the school** where I am employed.
 - (v) Employed at the school as a teacher (excluding CRT) or member of the administration staff.
- ☐ 3. As a **Clarifier, Auslan Interpreter, Reader or Scribe** for Special Examination Arrangements approved by the VCAA, I am not:
- (i) Related to, or associated with, **any** student required to sit the GAT or any student undertaking a VCE Unit 3 or 4 study in 2025 **at the school** where I am employed.
 - (ii) Teaching **any** student required to sit the GAT or **any** student in a VCE Unit 3 or 4 study in 2025.
 - (iii) Tutoring a student required to sit the GAT or tutoring a student in a VCE Unit 3 or 4 study in 2025 **at the school** where I am employed.
 - (iv) Related to or associated with **any** person engaged in teaching, tutoring or coaching **any** students required to sit the GAT or **any** students undertaking a VCE Unit 3 or 4 study in 2025, or **any** school personnel engaged in organising or checking VCE external assessment* materials **at the school** where I am employed.
 - (v) Employed as an integration aide or visiting teacher for **any** student required to sit the GAT or **any** student undertaking a VCE Unit 3 or 4 study in 2025 **at the school** where I am employed.

* VCE external assessment includes the General Achievement Test (GAT), VCE written examinations and Extended Investigation Critical Thinking Test

Examples of related to or associated with students or any person include: children, via relatives/relationships by marriage or domestic or by other living arrangements, friends, neighbours, business or community associates, tutoring or teaching relationships.

Examples of related to or associated with schools (or educational organisations) means a school or educational organisation at which you teach or have taught, tutored, or attended immediately before your employment, or with which a spouse or other person with whom you have a relationship or association with as defined above, is involved with VCE Unit 3 or 4 in 2025 or you are a member of the administration or teaching staff.

Note: You cannot be employed as a supervisor at a school where you have taught units 1-2 and/or 3-4 in the last two years.

I understand that if a relationship or association with a student or other person referred to in this document or school (or educational organisation) arises or becomes known to me that I have not set out in this declaration, I am required to and agree that I will immediately give written notice to the Principal (or delegate) at the school where I am employed and they will review, in consultation with the VCAA, my eligibility to continue in this employment.

I declare that this declaration is true and correct, and I make this declaration knowing that making a statutory declaration that I know to be untrue is an offence.

Declared at _____ in the State of Victoria

on the _____ day of _____ 2025

.....
Signature of **person making this declaration**
(to be signed in front of an **authorised witness**)

Before me (I am an authorised statutory declaration witness and I sign this document in the presence of the person making the declaration):

.....
Signature of **authorised witness**

Name of authorised witness

.....
A person authorised under section 30(2) of the *Oaths and Affirmations Act 2018* (Vic) to witness the signing of a statutory declaration

Address of authorised witness

SCHOOLS PLEASE NOTE – As this form collects personal information from prospective employees, please insert a Collection Notice to comply with obligations under the **Privacy and Data Protection Act 2014** (Vic) or the **Privacy Act 1988** (Cth) (if applicable). You may already have collection notices in use on other employee forms. Personal information should be stored securely and handled in accordance with applicable legal requirements and your school's privacy policy. Consult your legal advisor or privacy officer for more advice.

Authorised Witnesses

Any of the persons listed here <https://www.justice.vic.gov.au/statdecs> may witness the signing of a statutory declaration pursuant to section 30(2) of the *Oaths and Affirmations Act 2018* (Vic).

The Statutory Declaration **must** be witnessed according to the instructions on the Victorian Government website <https://www.vic.gov.au/9-statutory-declarations#94-how-to-witness-a-statutory-declaration>

**Conditions of appointment – 2025
supervisors, clarifiers, Auslan interpreters, readers and scribes -**

I agree to abide by the following requirements in performing my role in relation to the conduct and administration of the 2025 VCE external assessments:

1. I confirm that:
 - a. I have completed the Supervisor Relationships Statutory Declaration and am accordingly eligible for appointment as a supervisor, clarifier, Auslan interpreter, reader or scribe for the 2025 VCE external assessments.
 - b. I have not accepted a voluntary resignation package, for example a Voluntary Departure Package (VDP), Voluntary Separation Package (VSP) from any Victorian Public Sector employer for a minimum period of three calendar years from the date of separation. I also confirm that I am not bound by any relevant agreement signed in relation to any other separation payment.
2. I undertake immediately to inform the principal or delegate if at any time after signing the Supervisor Relationships Statutory Declaration I become aware that I have or may have a relationship or association with a student or any person engaged in teaching, tutoring or coaching any students required to sit the GAT or undertaking a VCE Unit 3 or 4 study, or any school personnel engaged in organising or checking VCE external assessment* materials, or schools (or educational organisations) that should be declared to the VCAA for the purposes of my work in relation to the 2025 VCE external assessments.
3. I shall keep confidential and shall not disclose or divulge by any means or in any way to any person not authorised to receive it, either during or after my period of appointment:
 - a. any details about VCE external assessment materials entrusted to, or prepared by me, in performing the duties of my role
 - b. any information, knowledge or materials that come into my possession as a result of my appointment that I know or should have known are confidential.
4. I undertake to comply with the directions for the conduct and administration of the 2025 VCE external assessments as the VCAA may make from time to time.
5. I undertake to comply with any directions from the principal of the school responsible for hosting the 2025 VCE external assessments where I perform my duties regarding the receipt, safe custody and security of the assessment materials entrusted to me, and I will comply with any directions from the principal to maintain the absolute security of these materials.
6. I shall immediately report to the Senior Project Manager, Examination Planning and Logistics (VCAA), any circumstances which may suggest that such information or assessment material has or may have improperly become known to any person I know or should have known are not entitled to see it prior to an assessment, or if I become aware of any circumstances that might compromise or be seen to compromise the confidentiality expected of me and thereby rendering it inappropriate for my employment with the school to continue.
7. I acknowledge that should any of the above not be observed, I shall be liable, in addition to any other sanctions that may be applicable, to the loss, damage and expenses which may be incurred as a result thereof by the VCAA.

Supervisor Name: _____

School Name: _____

Signed: Date: ____/____/2025

* VCE external assessment includes the General Achievement Test (GAT), VCE written examinations and Extended Investigation Critical Thinking Test