

# Variation to venue — application form

## Venue and supervisor details

This form may be completed by students who need to sit their external assessment at a venue that is not a Queensland school. Submit your completed form to your main learning provider (MLP). Your MLP will submit the application to the QCAA on your behalf. This form is not submitted to, or required by, the QCAA.

### Student's details

<b>LUI</b>										
<b>Given name/s</b>										
<b>Family name</b>										
<b>Is the variation to venue required for all external assessments?</b>	<input type="checkbox"/> Yes									
	<input type="checkbox"/> No									
	If no, specify subject/s below.									
	1.					4.				
	2.					5.				
	3.					6.				

### Proposed venue details

<b>Venue name</b>	
<b>Main business of the venue</b>	
<b>Address line 1</b>	
<b>Address line 2</b>	
<b>Address line 3</b>	
<b>Suburb</b>	
<b>State</b>	
<b>Postcode</b>	
<b>Country</b>	
<b>Phone number</b>	
<b>Email address</b>	

The proposed venue (if not a Queensland school):

- has a locked room for secure storage of materials, with no external access (any external windows or doors must have security covering, e.g. metal security mesh, steel door grate)
- can be accessed prior to the assessment start times to allow sufficient time for room/material preparation
- has internet connectivity and a quiet, suitable space for assessment.

### Proposed supervisor details

The QCAA will contact the proposed supervisor directly to confirm details.

<b>Given name/s</b>	
<b>Family name</b>	
<b>Current position</b>	
<b>Meets eligibility requirements</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Phone number</b>	
<b>Email address</b>	

The proposed supervisor:

- has confirmed their ability to fulfil all required duties and completed the [Supervisor statement as to external assessment administration: External assessment — variation to venue](#).

### Costs

- I have read the information at [Variation to venue: Venue and supervisor suitability and costs](#) and understand that I am responsible for the payment of all costs associated with the conduct of assessment, which may include venue, supervision, courier and QCAA administration fees. I understand that these costs must be paid prior to the first assessment on receipt of the invoice from the QCAA.

### Reason for application

Select the relevant reason for application:

- I am geographically isolated.
  - My MLP is a distance education provider and I am unable to attend a Queensland school.
  - I have a medical condition or injury preventing me from attending my MLP or another Queensland school.
  - I am representing Australia or my state in an official capacity at a sporting, academic or cultural event.
  - My family is currently residing outside Queensland.
  - Other reason — provide reason below.
- 
-

**Note:** Events such as family holidays, birthdays and weddings are not valid reasons for a variation to venue application.

### Supporting documentation

Select the relevant supporting documentation:

- medical certificate/report
  - official selection letter/letter of offer, including departure and return dates
  - evidence of living outside Queensland
  - Other — please specify below.
- 
- 

The information you provide on this form is being collected and used in relation to the QCAA's functions and powers prescribed under Part 2 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014* (Qld). The information will be accessed by QCAA staff and handled in accordance with the *Information Privacy Act 2009* (Qld). Information held by the QCAA is also subject to the *Right to Information Act 2009* (Qld).

By submitting a completed form, you consent to your personal information being transmitted, and/or stored on IT equipment outside Australia. If you are required to sign this document and submit it electronically, you consent to the collection of your signature and agree that the document becomes a signed document pursuant to section 14 of the *Electronic Transactions Act 2001* (Qld).