

**2009 GENERAL ACHIEVEMENT TEST (GAT) AND GENERAL ACHIEVEMENT TEST PLUS (GAT PLUS)
TERMS & CONDITIONS**

MD09/002

1. ENTRY / REGISTRATION

- 1.1 Entry into the General Achievement Test (**GAT**) and General Achievement Test Plus (**GAT PLUS**) is for Australian and New Zealand schools only.
- 1.2 EAA is unable to accept parent requests to enrol their child into GAT or GAT PLUS.
- 1.3 The minimum entry fee for GAT and GAT PLUS is equivalent to an entry of ten (10) students. Schools entering fewer than ten (10) students may still enter however; they will be invoiced for the cost of 10 students.
- 1.4 GAT and GAT PLUS will be available on 6 March 2009. Schools wanting to use it as a secure test for scholarship purposes will be emailed the PDF of the test materials on that date, and can conduct the test on the weekend immediately following 6 March 2009.
If used as a secure test for scholarship purposes, entry and payment should be made as soon as possible and no later than 2 March 2009. For schools requesting hard copy materials see note 1.6.
- 1.5 Payment for GAT and GAT PLUS must be received by EAA before an order can be processed.
- 1.6 Schools preferring to receive their GAT test materials in hard copy need to place orders twenty (20) working days prior to your school's GAT sitting date.
Hard copy test materials will be dispatched at least eight (8) days prior to the school's sitting date.
- 1.7 EAA will only liaise with the school principal or GAT coordinator regarding entry into GAT and GAT PLUS.

2. RETURN OF TEST PAPERS FOR MARKING

- 2.1 Completed test papers (complete booklets) are required to be returned to EAA for marking and reporting.
- 2.2 Test papers will only be processed if the entry fee has already been paid.
- 2.3 The school is responsible for the costs incurred in returning GAT or GAT Plus papers to EAA.
The method of return is at the school's discretion; however EAA recommends either registered mail or courier delivery.
- 2.4 EAA assumes no responsibility for the non-receipt by EAA of a school's test papers. Schools are encouraged to use registered mail so that delivery can be tracked.
- 2.5 Completed test papers will not be returned to schools or parents.

3. REPORTS

- 3.1 Reports will be provided to schools in an electronic format only.
- 3.2 Reporting turnaround is scheduled to be ten (10) working days from the receipt of test booklets at EAA.
- 3.3 Students participating in GAT and GAT Plus must be supervised as for any external examination. Neither the GAT and GAT PLUS coordinator, nor the invigilator, should be a person who may have a conflict of interest.
- 3.4 To ensure the integrity of GAT and GAT PLUS, EAA reserves the right to investigate any factors which may be considered to have affected student performance.

4. YEAR LEVELS

- 4.1 GAT and GAT PLUS is a middle years assessment which can be used with students from Year 6 to Year 8 in Australia and Year 7 to Year 9 in New Zealand.

5. ENTRY FEE PER STUDENT

- 5.1 A minimum order of ten (10) is required to enter GAT or GAT PLUS. Schools requiring GAT or GAT PLUS tests for fewer than ten (10) students will need to pay for ten (10).
- 5.2 **AUSTRALIA** (GST inclusive)
GAT
PDF Version = AUD11.00 (non-refundable) per student
Printed Version = AUD16.50 per test booklet

GAT PLUS
PDF Version = AUD22.50 (non-refundable) per student
There is no printed option for GAT-PLUS

5.3 NEW ZEALAND

GAT
PDF Version = NZD13.00 (non-refundable) per student
Printed Version = NZD19.50 per test booklet

GAT PLUS
PDF Version = NZD26.00 (non-refundable) per student
There is no printed option for GAT-PLUS

5.4 Entries and payment should be made through the EAA website at www.eaa.unsw.edu.au/entries

6. PAYMENT

- 6.1 Payment for GAT and GAT PLUS must be received by EAA before an order can be processed.
- 6.2 Preferred payment methods include Electronic Funds Transfer (EFT) and credit card using the EAA online gateway at www.eaa.unsw.edu.au/entries. Schools unable to register online can contact EAA at info@eaa.unsw.edu.au or by phone on (02) 8344 1010 (NZ - 0080 778 010).
- 6.3 Once a school has made entries they can elect to have the GAT test paper emailed to them as a PDF (which should be printed within the school). Alternatively, a school can request EAA to print and dispatch test papers to them at the higher cost per booklet (print version is not available for GAT PLUS).
- 6.4 Administration Instructions can be downloaded at any time from February 2009 from the EAA website.
- 6.5 Schools will need to login to the EAA website to enter using their ICAS school code and password. These were included in the Information Pack which was sent to schools in February. They are also available by emailing info@eaa.unsw.edu.au.
- 6.6 A completed copy of the Tax Invoice / Receipt becomes a TAX INVOICE for GST reporting requirements once funds have been cleared – please retain a copy. (Australian schools are advised to retain a copy)
- 6.7 **AUSTRALIA** - Please calculate payment in Australian currency (AUD) only.
Registration will be online only and require payment by credit card or EFT.
Cheques will only be accepted if your school has no credit card or EFT facilities available.
Cheques should be made payable to UNSW Global Pty Limited.
Money orders are not accepted.
- 6.8 **NEW ZEALAND** - Please calculate payment in New Zealand currency (NZD) only.
Registration will be online only and require payment by credit card or EFT.
Cheques will only be accepted if your school has no credit card or EFT facilities available.
Cheques should be made payable to UNSW Global Pty Limited.
Money orders (NZ Post) are not accepted.

7. DISHONoured CHEQUES

- 7.1 If a cheque payment is dishonoured, the school/payer is responsible for the bank's dishonoured fee charges. EAA must be reimbursed for any dishonoured fee charges.

8. REFUNDS AND CREDIT NOTES

- 8.1 All refunds and credit notes must be requested in writing by the school's principal, GAT coordinator or registrar.
- 8.2 Refunds are only available for the printed booklets. The minimum entry fee of ten (10) students is non-refundable.
- 8.3 Where the refund or credit arises from a school withdrawing from GAT prior to the sitting date due to circumstances making participation impossible, all GAT test booklets must be promptly returned to EAA prior to a refund or credit note being issued.
- 8.4 The cost of, and responsibility for, returning GAT booklets lies with the school. The method of return is at the school's discretion; however EAA recommends using either registered mail or courier delivery.
- 8.5 GAT test booklets returned must be in good condition and suitable for resale.
- 8.6 Credit notes and refunds will be processed within eight (8) weeks of receiving the request.

- 8.7 Requests for refunds received after twenty one (21) days from sitting date may be processed at the discretion of EAA.

9. SCHOOL AND STUDENT REPORT REPRINTS

- 9.1 Requests for reports to be resent (emailed) will incur an AUD20.00 (GST inclusive) or NZD22.00 administration and processing fee in the current GAT and GAT PLUS year and an AUD35.00 (GST inclusive) or NZD40.00 administration and processing fee for reports from previous years.

10. HOME SCHOOLS

- 10.1 Home schools are not eligible to enter GAT and GAT PLUS.

11. TEST SECURITY

- 11.1 To ensure the integrity of the GAT and GAT PLUS tests, all test papers must be stored securely and not retained by students or sent home to parents, before, on or after your school's test sitting date.

PRIVACY POLICY

All school details are protected by EAA's Privacy Policy and relevant government legislation. EAA fully complies with government privacy legislation. More details may be found at our website www.eaa.unsw.edu.au

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