



2019 Important Administrative Dates

The following table provides important dates for schools with students enrolled in the VCE and VCAL.

Reminders about dates, and information about the purpose of data collected on these dates, will be issued via Notices to Schools during the year.

Any changes to these dates that occur during the year will be communicated to schools and providers. This document will then be updated accordingly.

V = Critical VASS Date (after this date you will not be able to do the action in VASS, such as enrol students in Unit 3 and 4 or enter results).

Handbook Section References refer to the relevant section the *VCE and VCAL Administrative Handbook 2019*.

Date	Description	Handbook Section References
2019		
Tuesday 29 January	Start of Term 1 Start of school year for government schools (student-free day).	
Friday 8 February	Last day for: <ul style="list-style-type: none"> • principals to lodge requests for Confirmation of Grades for 2018 VCE external assessments • students to lodge requests to inspect response materials for 2018 VCE external assessments • Students to lodge, without a late fee, applications for Statements of Marks for all 2018 VCE external assessments. 	Final results: Reporting to schools Final results: Reporting to students
Monday 25 February	Initial enrolment Schools are required to finalise VCE Unit 3–4 enrolments by this date. Initial enrolment data is critical for VCE Units 3–4 because it is used: <ul style="list-style-type: none"> • to develop the 2019 VCE examination timetable • for planning associated with the administration of the GAT and VCE external assessments • to identify schools for the School-based Assessment Audit. <p>Schools are recommended to finalise the following data by this date:</p> <ul style="list-style-type: none"> • VCE Units 1–2 • VCAL Certificates and VCAL units • VET Certificates and units of competency • Registration of International Baccalaureate (IB) students (Year 11 and 12). <p>Schools may modify enrolment data after this date.</p>	Administrative information: Schools and providers
	School-based Assessment Audit: Unit 3 online questionnaire opens.	Scored assessment: School-based Assessment
Wednesday 27 February V	Last day for schools to: <ul style="list-style-type: none"> • lodge applications for alternative works/instruments for VCE Music Performance and Music Investigation • lodge Investigation Topic proposal for Music Investigation Units 3-4 on VASS. After this date, VASS will not allow schools to enter proposals. 	Scored assessment: VCE and VET assessment summary Scored assessment: School-based Assessment

Date	Description	Handbook Section References
Friday 1 March	Last day for: <ul style="list-style-type: none"> notify the VCAA of alterations to unit results and initial School-based Assessments for 2018. After this date a late fee will be charged. students to lodge, with late fee, applications for Statement of Marks for 2018 VCE external assessments. 	Administrative information: Schools and providers Final results: Reporting to students
Thursday 7 March	Last day for schools to: <ul style="list-style-type: none"> submit their 2019 Agreement to administer and conduct VCE external assessments establish centre arrangements for the administration of the GAT and Extended Investigation Critical Thinking Test, including: <ul style="list-style-type: none"> combining with another school requesting individual students to sit at locations other than their home school nominate supervisors for the 2019 GAT, Extended Investigation Critical Thinking Test and VCE written examinations. 	Administrative information: Schools and providers
Friday 8 March	Last day for principals to lodge applications for VCE Examination Score Review for 2018 VCE external assessments. Last day to submit VCE Extended Investigation research questions.	Final results: Reporting to students
Friday 15 March	Last day for: <ul style="list-style-type: none"> schools to submit Special Examination Arrangements applications for the 2019 external assessments 	Administrative information: Special provision
Monday 18 March	School-based Assessment Audit: Unit 3 online questionnaire closes.	Scored assessment: School-based Assessment
Friday 22 March	Last day for schools to lodge applications for: <ul style="list-style-type: none"> funding for the use of an external venue (GAT and the Extended Investigation Critical Thinking Test) funding for additional supervision (GAT and the Extended Investigation Critical Thinking Test) students to sit the GAT or the Extended Investigation Critical Thinking Test interstate or overseas 	Scored assessment: External assessment
	VCAL quality assurances Sample Assessment Task Templates completed and forwarded to VCAL Liaison Teachers.	Qualifications: VCAL

Date	Description	Handbook Section References
Friday 5 April	All 2018 VCE external assessment response materials and raw assessment data held at the VCAA will be destroyed on this day. End of Term 1	Final results: Reporting to students
Tuesday 23 April	Start of Term 2	
Monday 6 May V	Last day for VCE Unit 3 and 4 and VCE VET scored Unit 3 and 4 units of competency enrolments This data must contain all 2019 VCE, VCAL and VET enrolment data that is known and available to schools. After this date, VASS will not allow schools to: <ul style="list-style-type: none"> enter or withdraw enrolments for VCE Unit 3–4 sequences enter enrolments for units of competency for VCE VET scored Unit 3–4 sequences register IB students enter returning Interrupted Studies students. Universities must enter Higher Education studies (HES) enrolments. Enrolments at this date will be used by DET to fund VET and DET-approved community VCAL and satellite programs.	Administrative information: Schools and providers
	Partnership details must be entered on VASS for VCE Unit 3 and VCE Unit 3–4 School-based Assessment.	Administrative information: Schools and providers
	School-based Assessment Audit: Outcomes of Unit 3 online questionnaire delivered.	Scored assessment: School-based Assessment
Week beginning Monday 13 May	During this week the following reports will be available on VASS: <ul style="list-style-type: none"> GAT centre arrangements and Student Assessment Timetables (GAT only) GAT Special Examination Arrangements Advice Slips and Summary Report. 	Scored assessment: External assessment
	First-round invoices for 2019 full-fee-paying overseas students sent to schools.	Administrative information: Student enrolment
Monday 27 May	School-based Assessment Audit: Unit 3 further evidence due at the VCAA.	Scored assessment: School-based Assessment
Wednesday 12 June	General Achievement Test: GAT	Scored assessment: General Achievement Test
Friday 14 June V	Last Day for Unit 3 School-assessed Task scores Scores for, Algorithmics (HESS), Art, Computing: Informatics, Computing: Software Development, Media, Product Design and Technology, Studio Arts, Systems Engineering and Visual Communication Design VCE Unit 3 School-assessed tasks due. After this date, VASS will not allow the entry of results.	Administrative information: Schools and providers

Date	Description	Handbook Section References
Friday 14 June V	Last day for schools to confirm centre arrangements for the administration of VCE written examinations including: <ul style="list-style-type: none"> • combining with another school • requests for individual students to sit at locations other than their home school • Creative and Digital Media examination centres • CCAFL written examination centres • lodge requests to use computer-based CAS software. 	Scored assessment: External assessment
Wednesday 19 June V	Last Day for Indicative Grades Indicative grades for Extended Investigation Critical Thinking Test are due.	Scored assessment: External assessment
Friday 21 June	Last day for schools to flag students eligible for a VCAL at mid-year by running VCAL Midyear Reporting function on VASS.	Final results: Reporting to students
Monday 24 June	Last day for schools to lodge requests for GAT exemptions with the VCAA.	Scored assessment: General Achievement Test
Friday 28 June	End of Term 2	
Monday 15 July	Start of Term 3 School-based Assessment Audit: Outcomes of Unit 3 further evidence delivered/Unit 4 Online Questionnaire opens.	Scored assessment: School-based Assessment
Friday 19 July	Last day for schools to lodge the applications for: <ul style="list-style-type: none"> • funding for the use of an external venue (VCE written examinations) • funding for additional supervision (VCE written examinations) • requests for students to sit VCE examinations interstate or overseas • an adjustment to a Student Assessment Timetable due to a timetable clash. 	Scored assessment: External assessment
Monday 22 July V	Last day for VCE Unit 4 or VCE VET scored Unit 3 and 4 units of competency withdrawal This data must contain all 2019 VCE, VCAL and VET enrolment data that is known and available to schools. After this date, VASS will not allow schools to withdraw students from VCE Unit 4 enrolments or units of competency for VCE VET scored Unit 3 and 4 sequences.	Administrative information: Schools and providers

Date	Description	Handbook Section References
Week beginning Monday 22 July	During this week the following information will be available on VASS: <ul style="list-style-type: none"> • arrangements for the administration of the Extended Investigation Critical Thinking Test and Student Assessment Timetables (Critical Thinking Test only) • Extended Investigation Critical Thinking Test Special Examination Arrangements Advice Slips and Summary Report. 	Scored assessment: External assessment
Friday 26 July V	Last day for Higher Education Studies (HES) withdrawals. After this date VASS will not allow universities to withdraw HES units. Payment of first-round invoices for 2019 full-fee-paying overseas students due to the VCAA.	Qualifications: VCE Administrative information: Student enrolment
Wednesday 31 July	Extended Investigation Critical Thinking Test	Scored assessment: VCE and VET assessment summary
Monday 5 August	School-based Assessment Audit: Unit 4 online questionnaire closes. Release of Performance and Languages Oral Examination and Extended Investigation Oral Presentation Examination Advice slips.	Scored assessment: School-based Assessment Scored assessment: External assessment
Monday 12 August	Second-round invoices for 2019 full-fee-paying overseas students sent to schools.	Administrative information: Student enrolment
Friday 16 August V	Last day for VET Assessment Plans This data must contain all 2019 VCE, VCAL and VET enrolment data that is known and available to schools. After this date VASS will not allow schools to modify Assessment Plans or RTO details for scored VCE VET programs. Partnership details must be entered on VASS for VCE Unit 4 School-based Assessment.	Administrative information: Schools and providers
Monday 9 September V	Last day for VCE Unit 3 School-based Assessment results Scores for VCE Unit 3 School-based Assessment. After this date VASS will not allow the entry of results. School-based Assessment Audit: Outcomes of Unit 4 online questionnaire delivered.	Administrative information: Schools and providers Scored assessment: School-based Assessment

Date	Description	Handbook Section References
Week beginning Monday 9 September	During this week the following reports will be available on VASS: <ul style="list-style-type: none"> • VCE examination centres and Student Assessment Timetables • VCE examination Special Examination Arrangements Advice Slips and Summary Report. 	Scored assessment: External assessment
Friday 13 September V	Last Day for Externally-assessed Task scores Music Style & Composition Externally-assessed Task school scores and materials due at the VCAA and are used in a quality assurance process. After this date, VASS will not allow schools to enter scores for the Music Style & Composition Externally-assessed Task. Extended Investigation Externally-assessed Task Written Reports due at the VCAA.	Scored assessment: External assessment
	Payment of second-round invoices for 2019 full-fee-paying overseas students due to the VCAA.	Administrative information: Student enrolment
Monday 16 September V	Last Day for Indicative Grades Indicative grades for all VCE performance examinations are due. After this date VASS will not allow schools to enter indicative grades for performance examinations.	Scored assessment: External assessment
Friday 20 September V	Last Day for Externally-assessed Task scores School scores for Extended Investigation written report due. These are used in a quality assurance process. After this date VASS will not allow schools to enter scores.	Scored assessment: School-based Assessment
	School-based Assessment Audit: Unit 4 further evidence due at the VCAA. End of Term 3	Scored assessment: External assessment
Monday 7 October	Start of Term 4	
Monday 7 October to Sunday 3 November	Performance examinations, Languages examinations: oral component and Extended Investigation oral presentations conducted.	Scored assessment: External assessment
Monday 14 October	Third-round invoices for 2019 full-fee-paying overseas students sent to schools.	Administrative information: Student enrolment
Friday 18 October	Last day for lodging applications for enrolment in 2020 in Chinese, Language Culture and Society, Chinese Second Language, Chinese Second Language Advanced, Indonesian Second Language, Japanese Second Language, Korean Second Language or Vietnamese Second Language.	Administrative information: Student enrolment

Date	Description	Handbook Section References
Monday 21 October V	Last Day for Indicative Grades Indicative grades for all written VCE examinations and the Extended Investigation Externally-assessed Task (combining Written Report and Oral Presentation) are due. After this date VASS will not allow schools to enter indicative grades.	Scored assessment: External assessment
Wednesday 23 October	Languages (CCAFL) written examination	Scored assessment: External assessment
	Last day for lodging request for exemption from the requirement to form a small-group partnership.	Administrative information: Schools and providers
	Auslan examination to be held.	Scored assessment: External assessment
	Commencement of End of Year Satisfactory completion updates.	Qualifications: VCE Qualifications: VCAL
Monday 28 October	School-based Assessment Audit: Outcomes of Unit 4 further evidence delivered.	Scored assessment: School-based Assessment
Wednesday 30 October to Wednesday 20 November	VCE written examinations held.	Scored assessment: External assessment
Friday 1 November	Payment of third-round invoices for 2019 full-fee-paying overseas students due to the VCAA.	Administrative information: Student enrolment
Wednesday 6 November V	Last day for VCE School-based Assessment results and School-assessed Task scores Scores for all remaining VCE School-based Assessment and School-assessed Task due. After this date VASS will not allow schools to enter any School-based Assessment.	Administrative information: Schools and providers
Friday 8 November	Earliest date School-assessed Tasks in the Arts and Technology may be returned to students.	Administrative information: Schools and providers

Date	Description	Handbook Section References
Monday 11 November V	<p>Last day for VCE, VCAL and VET units of competency enrolment or withdrawal</p> <p>This is the final date to complete the entry of all VCE, VCAL and VET enrolments in 2019. After this date, VASS will not allow schools to enrol or withdraw students in:</p> <ul style="list-style-type: none"> • VCE Units 1 and 2 • VCAL Units • VET units of competency. <p>Last day for VCE, VCAL and VET units of competency results and VCE VET tasks scores</p> <p>After this date VASS will not allow schools to enter:</p> <ul style="list-style-type: none"> • VCE unit results • VCAL unit results • VET units of competency results • VCE VET coursework task scores. <p>Last day to modify VCE VET Assessing groups selection on VASS</p>	Administrative information: Schools and providers
Friday 22 November	Applications for Themed VCAL in 2020 close. Applications for 2019 VCAL Achievement Awards close.	Qualifications: VCAL
Friday 29 November V	<p>Last day to amend student personal details and consents</p> <p>Final date to amend student addresses and emails. After this date no changes to student consents, addresses, emails or other student personal details for 2019 can be accepted.</p>	Administrative information: Schools and providers
Friday 13 December	<p>Results available to students. Final results available to schools.</p> <p>Summary results data from VCE external assessments available for teachers through the VCE External Assessment Results Service (see VASS).</p>	Final results: Reporting to schools
Monday 16 December	<p>Results package delivered to schools including:</p> <ul style="list-style-type: none"> • Statements of Results for students studying VCE Units 1 and 2 or VCAL • Certificates for students who have successfully completed their VCE or VCAL • VCE VET and VET/FE Statements of Results listing units of competency completed for students studying VCE Units 1 and 2 only and VCAL • Statements of Results for students enrolled in at least one VCE Unit 3–4 sequence will be sent to each student's home address. 	Final results: Reporting to students
Friday 20 December	<p>End of Term 4</p> <p>End of 2019 school year</p>	

Date	Description	Handbook Section References
2020		
Tuesday 28 January	Start of Term 1 Start of school year for government schools. (Student free day).	
Friday 7 February	Last day for: <ul style="list-style-type: none"> • principals to lodge requests for Confirmation of Grades for 2019 VCE external assessments • students to lodge requests to inspect response materials for 2019 VCE external assessments • students to lodge applications for Statement of Marks for all 2019 VCE external assessments • last day for principals to lodge applications for VCE Examination Score Review for 2019 VCE external assessments. 	Final results: Reporting to schools Final results: Reporting to students
Friday 28 February	Last day for: <ul style="list-style-type: none"> • notifying the VCAA of alterations to unit results for students who attempted the VCE or VCAL in 2019. A late fee will be charged after this date • principals to lodge Score Amendments for School-based Assessment completed in 2019. 	Administrative information: Schools and providers
Friday 27 March	End of Term 1	