



# 2020 Important Administrative Dates

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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 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 Units 3 and 4 or enter results.

**Handbook section references** refer to the relevant section the *VCE and VCAL Administrative Handbook 2020*.

Date	Description	Handbook section references
<b>2020</b>		
Tuesday 28 January	<b>Start of Term 1</b> Start of school year for government schools (student-free day).	
Friday 7 February	Last day for: <ul style="list-style-type: none"> <li>• principals to lodge requests for Confirmation of Grades for 2019 VCE external assessments</li> <li>• students to lodge requests to inspect response materials for 2019 VCE external assessments</li> <li>• students to lodge applications for Statement of Marks for 2019 VCE external assessments.</li> </ul>	<b>Final results:</b> Reporting to schools  <b>Final results:</b> Reporting to students
Monday 24 February	<b>Initial enrolment</b> 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"> <li>• to develop the 2020 VCE examination timetable</li> <li>• for planning associated with the administration of the GAT and VCE external assessments</li> <li>• to identify schools for the School-based Assessment Audit.</li> </ul> Schools are recommended to finalise the following data by this date: <ul style="list-style-type: none"> <li>• VCE Units 1 and 2</li> <li>• VCAL Certificates and VCAL units</li> <li>• VET Certificates and units of competency</li> <li>• Registration of International Baccalaureate (IB) students (Year 11 and 12).</li> </ul> Schools may modify enrolment data after this date.	<b>Administrative information:</b> Schools and providers
	School-based Assessment Audit: Unit 3 audit questionnaire opens.	<b>Scored assessment:</b> School-based Assessment
Wednesday 26 February <b>V</b>	Last day for schools to: <ul style="list-style-type: none"> <li>• lodge applications for alternative works/instruments for VCE Music Performance and Music Investigation</li> <li>• lodge Investigation Topic proposal for Music Investigation Units 3-4 on VASS. After this date, VASS will not allow schools to enter proposals.</li> </ul>	<b>Scored assessment:</b> External assessment  <b>Scored assessment:</b> School-based Assessment

Date	Description	Handbook section references
Friday 28 February	Last day for: <ul style="list-style-type: none"> <li>schools to notify the VCAA of alterations to unit results and initial School-based Assessments for 2019. After this date, a late fee will be charged</li> <li>principals to lodge applications for VCE Examination Score Review for 2019 VCE external assessments.</li> </ul>	<b>Administrative information:</b> Schools and providers
Thursday 5 March	Last day for schools to: <ul style="list-style-type: none"> <li>submit their 2020 Agreement to administer and conduct VCE external assessments</li> <li>establish centre arrangements for the administration of the GAT and Extended Investigation Critical Thinking Test, including:               <ul style="list-style-type: none"> <li>combining with another school</li> <li>requesting individual students to sit at locations other than their home school</li> </ul> </li> <li>nominate supervisors for the 2020 GAT, Extended Investigation Critical Thinking Test and VCE written examinations.</li> </ul>	<b>Administrative information:</b> Schools and providers
Friday 6 March	Last day for schools to: <ul style="list-style-type: none"> <li>submit Special Examination Arrangements applications for the 2020 external assessments</li> <li>submit VCE Extended Investigation research questions.</li> </ul>	<b>Special Provision</b>  <b>Scored assessment:</b> External assessment
Friday 13 March	School-based Assessment Audit: Unit 3 audit questionnaire closes.	<b>Scored assessment:</b> School-based Assessment
Friday 20 March	Last day for schools to lodge applications for: <ul style="list-style-type: none"> <li>funding for the use of an external venue (GAT and the Extended Investigation Critical Thinking Test)</li> <li>funding for additional supervision (GAT and the Extended Investigation Critical Thinking Test)</li> <li>students to sit the GAT or the Extended Investigation Critical Thinking Test interstate or overseas.</li> </ul>	<b>Scored assessment:</b> External assessment
	VCAL quality assurances Sample Assessment Task Templates completed and forwarded to VCAL Liaison Teachers.	<b>Qualifications:</b> VCAL

Date	Description	Handbook section references
Friday 27 March	All 2019 VCE external assessment response materials and raw assessment data held at the VCAA will be destroyed.  End of Term 1	<b>Final results:</b> Reporting to students
Tuesday 14 April	Start of Term 2	
Monday 27 April V	<b>Last day for VCE Unit 3–4 sequences and VCE VET scored Unit 3 and 4 units of competency enrolments</b>  This data must contain all 2020 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"> <li>• enter or withdraw enrolments for VCE Unit 3–4 sequences</li> <li>• enter enrolments for units of competency for VCE VET scored Unit 3–4 sequences</li> <li>• register IB students</li> <li>• enter returning Interrupted Studies students.</li> </ul> Universities must enter Higher Education studies (HES) enrolments.  Enrolments at this date will be used by the Department of Education and Training to fund VET and Department-approved community VCAL and satellite programs.	<b>Administrative information:</b> Schools and providers
	Partnership details must be entered on VASS for VCE Unit 3 and VCE Unit 3–4 School-based Assessment.	<b>Administrative information:</b> Schools and providers
Friday 1 May	First-round invoices for 2020 full-fee paying overseas students sent to schools.	<b>Administrative information:</b> Student enrolment
Week beginning Monday 4 May	During this week, the following reports will be available on VASS: <ul style="list-style-type: none"> <li>• GAT centre arrangements and Student Assessment Timetables (GAT only)</li> <li>• GAT Special Examination Arrangements Advice Slips and Summary Report.</li> </ul>	<b>Scored assessment:</b> External assessment
Monday 11 May	School-based Assessment Audit: Outcomes of Unit 3 audit questionnaire delivered.	<b>Scored assessment:</b> School-based Assessment
Friday 29 May	School-based Assessment Audit: Unit 3 further evidence due at the VCAA.	<b>Scored assessment:</b> School-based Assessment
Wednesday 10 June	<b>General Achievement Test (GAT) held.</b>	<b>Scored assessment:</b> General Achievement Test

Date	Description	Handbook section references
Friday 12 June V	<b>Last day for Unit 3 School-assessed Task scores</b> Scores for VCE Unit 3 School-assessed Tasks are due. After this date, VASS will not allow the entry of results.	<b>Scored assessment:</b> School-based Assessment
	Last day for schools to confirm centre arrangements for the administration of VCE written examinations including: <ul style="list-style-type: none"> <li>• combining with another school</li> <li>• requests for individual students to sit at locations other than their home school</li> <li>• Creative and Digital Media examination centres</li> <li>• CCAFL written examination centres</li> <li>• lodging requests to use computer-based CAS software.</li> </ul>	<b>Scored assessment:</b> External assessment
Wednesday 17 June V	<b>Last day for Indicative Grades</b> Indicative grades for Extended Investigation Critical Thinking Test are due.	<b>Scored assessment:</b> External assessment
Friday 19 June	Last day for schools to flag students eligible for VCAL at mid-year by running VCAL Midyear Reporting function on VASS.	<b>Final results:</b> Reporting to students
Monday 22 June	Last day for schools to lodge requests for GAT exemptions with the VCAA.	<b>Scored assessment:</b> General Achievement Test
Friday 26 June	Payment of first-round invoices for 2020 full-fee paying overseas students due to the VCAA.  <b>End of Term 2</b>	<b>Administrative information:</b> Student enrolment
Monday 13 July	<b>Start of Term 3</b>	
Friday 17 July	Last day for schools to lodge applications for: <ul style="list-style-type: none"> <li>• funding for the use of an external venue (VCE written examinations)</li> <li>• funding for additional supervision (VCE written examinations)</li> <li>• requests for students to sit VCE examinations interstate or overseas</li> <li>• an adjustment to a Student Assessment Timetable due to a timetable clash.</li> </ul>	<b>Scored assessment:</b> External assessment
Week beginning Monday 20 July	During this week, the following information will be available on VASS: <ul style="list-style-type: none"> <li>• arrangements for the administration of the Extended Investigation Critical Thinking Test and Student Assessment Timetables (Critical Thinking Test only)</li> <li>• Extended Investigation Critical Thinking Test Special Examination Arrangements Advice Slips and Summary Report.</li> </ul>	<b>Scored assessment:</b> External assessment

Date	Description	Handbook section references
<b>Monday 20 July</b> <b>V</b>	<b>Last day for VCE Unit 4 or VCE VET scored Unit 3 and 4 units of competency withdrawal</b> This data must contain all 2020 VCE, VCAL and VET enrolment data that is known and available to schools. After this date, VASS will <b>not</b> allow schools to withdraw students from VCE Unit 4 enrolments or units of competency for VCE VET scored Unit 3–4 sequences. <hr/> School-based Assessment Audit: Outcomes of Unit 3 further evidence delivered/Unit 4 audit questionnaire opens.	<b>Administrative information:</b> Schools and providers <hr/> <b>Scored assessment:</b> School-based Assessment
<b>Friday 24 July</b> <b>V</b>	<b>Last day for Higher Education studies (HES) withdrawals</b> After this date VASS will <b>not</b> allow universities to withdraw HES units. <hr/> Second-round invoices for 2020 full-fee paying overseas students sent to schools.	<b>Qualifications:</b> VCE <hr/> <b>Administrative information:</b> Student enrolment
<b>Wednesday 29 July</b>	Extended Investigation Critical Thinking Test held.	<b>Scored assessment:</b> External assessment
<b>Monday 3 August</b>	Release of Performance and Languages Oral Examination and Extended Investigation Oral Presentation Examination Advice slips.	<b>Scored assessment:</b> External assessment
<b>Friday 7 August</b>	School-based Assessment Audit: Unit 4 audit questionnaire closes.	<b>Scored assessment:</b> School-based Assessment
<b>Friday 14 August</b> <b>V</b>	<b>Last day for VET Assessment Plans</b> This data must contain all 2020 VCE, VCAL and VET enrolment data that is known and available to schools. After this date, VASS will <b>not</b> allow schools to modify Assessment Plans or Registered Training Organisation (RTO) details for scored VCE VET programs. <hr/> Partnership details must be entered on VASS for VCE Unit 4 School-based Assessment.	<b>Administrative information:</b> Schools and providers <hr/> <b>Administrative information:</b> Schools and providers
<b>Week beginning Monday 7 September</b>	During this week, the following reports will be available on VASS: <ul style="list-style-type: none"> <li>• VCE examination centres and Student Assessment Timetables</li> <li>• VCE examination Special Examination Arrangements Advice Slips and Summary Report.</li> </ul>	<b>Scored assessment:</b> External assessment
<b>Monday 7 September</b> <b>V</b>	<b>Last day for VCE Unit 3 School-based Assessment results</b> Scores for VCE Unit 3 School-based Assessments are due. After this date, VASS will not allow the entry of results.	<b>Scored assessment:</b> School-based Assessment

Date	Description	Handbook section references
Friday 11 September V	<p><b>Last day for Externally-assessed Task scores</b></p> <p>Music Style and Composition Externally-assessed Task school scores and materials are due at the VCAA, for use in a quality assurance process. After this date, VASS will not allow schools to enter scores for the Music Style and Composition Externally-assessed Task.</p> <p>Extended Investigation Externally-assessed Task Written Reports due at the VCAA.</p>	<p><b>Scored assessment:</b> External assessment</p>
Monday 14 September V	<p><b>Last day for Indicative Grades</b></p> <p>Indicative grades for all VCE performance examinations are due. After this date, VASS will not allow schools to enter indicative grades for performance examinations.</p>	<p><b>Scored assessment:</b> External assessment</p>
Friday 18 September V	<p><b>Last day for Externally-assessed Task scores</b></p> <p>School scores for Extended Investigation written reports are due. These are used in a quality assurance process. After this date, VASS will not allow schools to enter scores.</p> <hr/> <p>Payment of second-round invoices for 2020 full-fee paying overseas students due to the VCAA.</p> <p><b>End of Term 3</b></p>	<p><b>Scored assessment:</b> External assessment</p> <hr/> <p><b>Administrative information:</b> Student enrolment</p>
Monday 5 October	<p><b>Start of Term 4</b></p> <p>School-based Assessment Audit: Outcomes of Unit 4 audit questionnaire delivered.</p>	<p><b>Scored assessment:</b> School-based Assessment</p>
Monday 5 October to Sunday 1 November	<p>Performance examinations, Languages oral examinations and Extended Investigation oral presentations conducted.</p>	<p><b>Scored assessment:</b> External assessment</p>
Friday 9 October	<p>Third-round invoices for 2020 full-fee paying overseas students sent to schools.</p>	<p><b>Administrative information:</b> Student enrolment</p>
Friday 16 October	<p>Last day for lodging applications for enrolment in 2021 in Chinese Language, Culture and Society, Chinese Second Language, Chinese Second Language Advanced, Indonesian Second Language, Japanese Second Language, Korean Second Language and Vietnamese Second Language.</p> <p>Last day for lodging applications for enrolment in 2021 in English as an Additional Language (EAL) (all applications must be returned to the home school and endorsed by the principal).</p>	<p><b>Administrative information:</b> Student enrolment</p>

Date	Description	Handbook section references
<b>Monday 19 October</b> <b>V</b>	<b>Last day for Indicative Grades</b> 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. <hr/> School-based Assessment Audit: Unit 4 further evidence due at the VCAA.	<b>Scored assessment:</b> External assessment <hr/> <b>Scored assessment:</b> School-based Assessment
<b>Tuesday 20 October</b>	Languages (CCAFL) written examinations held.	<b>Scored assessment:</b> External assessment
<b>Wednesday 21 October</b>	Last day for lodging a request for exemption from the requirement to form a small-group partnership. <hr/> Auslan examination held. <hr/> Commencement of End of Year Satisfactory completion updates.	<b>Administrative information:</b> Schools and providers <hr/> <b>Scored assessment:</b> External assessment <hr/> <b>Qualifications:</b> <b>VCE Qualifications:</b> VCAL
<b>Wednesday 28 October to Wednesday 18 November</b>	VCE written examinations held.	<b>Scored assessment:</b> External assessment
<b>Friday 30 October</b>	Last day for lodging applications for enrolment in 2021 in English as an Additional Language (EAL) (only relevant for applications that need to be forwarded to the VCAA for assessment).	<b>Administrative information:</b> Student enrolment
<b>Wednesday 4 November</b> <b>V</b>	<b>Last day for VCE School-based Assessment results and School-assessed Task scores</b> Scores for all remaining VCE School-based Assessments and School-assessed Tasks are due. After this date, VASS will <b>not</b> allow schools to enter any School-based Assessment.	<b>Scored assessment:</b> School-based Assessment
<b>Friday 6 November</b>	Earliest date School-assessed Tasks in the Arts and Technologies may be returned to students. <hr/> Payment of third-round invoices for 2020 full-fee paying overseas students due to the VCAA.	<b>Administrative information:</b> Schools and providers <hr/> <b>Administrative information:</b> Student enrolment



Date	Description	Handbook section references
<b>Monday 9 November</b> <b>V</b>	<p><b>Last day for VCE, VCAL and VET units of competency enrolment or withdrawal</b></p> <p>Last day to complete the entry of all VCE, VCAL and VET enrolments in 2020. After this date, VASS will <b>not</b> allow schools to enrol or withdraw students in:</p> <ul style="list-style-type: none"> <li>• VCE Units 1 and 2</li> <li>• VCAL Units</li> <li>• VET units of competency.</li> </ul> <p><b>Last day for VCE, VCAL and VET units of competency results and VCE VET tasks scores</b></p> <p>After this date, VASS will <b>not</b> allow schools to enter:</p> <ul style="list-style-type: none"> <li>• VCE unit results</li> <li>• VCAL unit results</li> <li>• VET units of competency results</li> <li>• VCE VET coursework task scores.</li> </ul> <p><b>Last day to modify VCE VET Assessing groups selection on VASS</b></p>	<b>Administrative information:</b> Schools and providers
<b>Wednesday 11 November</b>	Last day to lodge requests for long student names.	<b>Administrative information:</b> Schools and providers
<b>Friday 13 November</b>	<p><b>Last day to amend student personal details and consents</b></p> <p>Last day to amend student addresses and emails. After this date, <b>no</b> changes to student consents, addresses, emails or other student personal details for 2020 can be accepted.</p>	<b>Administrative information:</b> Schools and providers
<b>Friday 20 November</b>	Applications for Themed VCAL in 2021 close. Applications for 2020 VCAL Achievement Awards close.	<b>Qualifications:</b> VCAL
<b>Monday 30 November</b>	School-based Assessment Audit: Outcomes of Unit 4 further evidence delivered.	<b>Scored assessment:</b> School-based Assessment
<b>Monday 14 December</b>	Results available to students. Final results available to schools.  Summary results data from VCE external assessments available for teachers through the VCE External Assessment Results Service (see VASS).	<b>Final results:</b> Reporting to schools

Date	Description	Handbook section references
Tuesday 15 December	Results package delivered to schools, including: <ul style="list-style-type: none"> <li>• Statements of Results for students studying VCE Units 1 and 2 or VCAL</li> <li>• Certificates for students who have successfully completed their VCE or VCAL</li> <li>• VCE VET and VET/FE Statements of Results listing units of competency completed for students studying VCE Units 1 and 2 only and VCAL</li> <li>• Statements of Results for students enrolled in at least one VCE Unit 3–4 sequence will be sent to each student's home address.</li> </ul>	<b>Final results:</b> Reporting to students
Friday 18 December	End of Term 4 and 2020 school year.	

Date	Description	Handbook section references
<b>2021</b>		
Wednesday 27 January	<b>Start of Term 1</b> Start of school year for government schools (student-free day).	
Friday 5 February	Last day for: <ul style="list-style-type: none"> <li>• principals to lodge requests for Confirmation of Grades for 2020 VCE external assessments</li> <li>• students to lodge requests to inspect response materials for 2020 VCE external assessments</li> <li>• students to lodge applications for Statement of Marks for 2020 VCE external assessments..</li> </ul>	<b>Final results:</b> Reporting to schools  <b>Final results:</b> Reporting to students
Friday 26 February	Last day for: <ul style="list-style-type: none"> <li>• schools to notify the VCAA of alterations to unit results and initial School-based Assessments for 2020. After this date a late fee will be charged.</li> <li>• principals to lodge applications for VCE Examination Score Review for 2020 VCE external assessments.</li> </ul>	<b>Administrative information:</b> Schools and providers
Thursday 1 April	End of Term 1	