



**Board of Senior Secondary Studies**

# **General Schedule**

of

**Meetings and Events**

**2018**

**(Amended July 2018)**

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**TERM ONE**

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**JANUARY**

**2018**

Friday 26 Australia Day Holiday

Wednesday 31 February Board Principals' Meeting papers emailed

**FEBRUARY**

Friday 2 Semester 1 / Term 1 (staff only public schools)

Tuesday 6 **Board Principals' Meeting** 1:30 pm  
Mez HBC

Tuesday 13 Quality Assurance and Assessment Workshop 9:00 – 12:00 pm  
MP Room HBC

Wednesday 14 Introduction to BSSS – new college teachers –  
assessment, curriculum & moderation 9:00 – 12:00 pm OR  
1:00 – 4:00 pm  
Mez HBC

Thursday 15 **Board Meeting** 8:30 am  
Mez HBC

Thursday 15 Curriculum Coordinators' Meeting 2:00 – 4:00 pm  
Room 2 HBC

Monday 19 Introduction to BSSS – new college teachers –  
assessment, curriculum & moderation 9:00 – 12:00 pm  
Mez HBC

Monday 19 Introduction to BSSS – Executive Teachers 1:00 – 4:00 pm  
MP Room HBC

Monday 19 Introduction to BSSS - VET Procedures 2:00 – 3:30 pm  
Room 2 HBC

Wednesday 21 School census day

Wednesday 21 Moderation Day Leaders' Preparation Session 4:00 – 5:00 pm  
Hall HBC

Wednesday 28 Board Forum 1: Certification 2017 4:15 – 5:30 pm  
Erindale College

**MARCH**

Friday 2 Uncollected Certificates & Distribution Lists due at  
OBSSS. Ring Technical Advisor to make appointment to  
deliver and sign off.

Monday 5 Assessment & Marking Workshop (AST) 9:00 – 3:30 pm  
Mez HBC

Monday 5 Introduction to BSSS Certification – new college  
certification officers & assistants 3:00 – 5:00 pm  
MP Room HBC

Tuesday 6 Moderation Day 1

Wednesday 7 Introduction to BSSS – new college teachers –  
assessment, curriculum, & moderation 9:00 – 12:00 pm  
MP Room HBC

Wednesday 7 AST Coordinators' Meeting 4:00 – 5:30 pm  
MP Room CAL

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**TERM ONE** (CONT)

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Thursday	8	BSSS Certification Meeting	2:00 – 4:00 pm ORAC
Friday	9	Approximate numbers to sit AST due	
Monday	12	Canberra Day - Public Holiday	
Tuesday	13	CAC Sub-Committee Meeting	8:30 – 10:00 am Gingera Rm CAL
Tuesday	13	ACC Sub-Committee Meeting	8:30 – 10:00 am MR 1 CAL
Wednesday	14	INC Sub-Committee Meeting	8:30 – 10:00 am Gingera Rm CAL
Monday	19	VET Sub-Committee Meeting	8:30 – 10:00 am Gingera Rm CAL
Tuesday	27	Moderation Coordinators' Meeting	3:30 – 4:30 pm Kosciuszko Rm CAL
Wednesday	28	April Board Principals' Meeting papers emailed	
Wednesday	28	Student AST Application Forms due to the Board Secretariat	
Wednesday	28	Final date: AST Special Case Applications and documentation due to Board Secretariat by COB	
Thursday	29	Notification of Scaling Groups including small groups to Technical Adviser	
Friday	30	Good Friday - Public Holiday	
<b>APRIL</b>			
Monday	2	Easter Monday - Public Holiday	
Tuesday	3	<b>Board Principals' Meeting</b>	1:30 pm Mez HBC
Wednesday	4	VET Certification processing - VET Coordinators.	3:00 – 5:00 pm Kosciuszko Rm CAL
Thursday	5	Course proposals due to Board Secretariat	
Thursday	5	Final day: names of students meeting definition for 'Linguistically Diverse Background' for the AST to be identified in ACS database by COB	
Friday	6	Applications to sit Modified AST papers due to Technical Adviser by COB	
Thursday	12	<b>Board Meeting</b>	8:30 am Mez HBC
Friday	13	Term 1 ends	

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## TERM TWO

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### April (cont)

Wednesday	25	ANZAC Day - Public Holiday
Monday	30	Term 2 commences
Monday	30	Closing date for applications for ACT students to sit AST overseas

### MAY

Wednesday	2	INC Sub-Committee Meeting	8:30 – 10:00 am Gingera Rm CAL
Thursday	3	Board Forum 2: AST	2:00 – 4:00 pm HWKC
Tuesday	8	Quality Assurance and Assessment Workshop	9:00 – 12:00 pm MP Room HBC
Thursday	10	Curriculum Coordinators' Meeting	2:00 – 4:00 pm Room 8 HBC
Thursday	11	Dance Practical Moderation Day	9:00 – 4:00 Erindale College
Monday	14	VET Sub-Committee Meeting	8:30 – 10:00 am Gingera Rm CAL
Tuesday	15	CAC Sub-Committee Meeting	8:30 – 10:00 am Gingera Rm CAL
Thursday	17	BSSS Certification Meeting	2:00 – 4:00 pm Burgmann Anglican School
Tuesday	22	ACC Sub-Committee Meeting	8:30 – 10:00 am Gingera Rm CAL
Tuesday	22	Student and Course Information sent to UAC	
Monday	28	Reconciliation Day	
Wednesday	30	June Board Principals' Meeting papers emailed	

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## TERM TWO (CONT)

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### JUNE

Tuesday	5	<b>Board Principals' Meeting</b>	1:30 pm Mez HBC
Wednesday	6	AST College Coordinators' and Supervisors' Seminar	2:30 – 4:00 pm Hall HBC
Monday	11	Queen's Birthday - Public Holiday	
Thursday	14	<b>Board Meeting</b>	8:30 am Mez HBC
Tuesday	19	ACC Sub-Committee Meeting	8:30 – 10:00 am Gingera Rm CAL
Thursday	21	CAC Sub-Committee Meeting	8:30 – 10:00 am Gingera Rm CAL
Friday	29	AST enrolments and Special Case data finalised	
Friday to Thursday	29  5 July	Moderation presentations due at OBSSS (Year 12 Semester 1, 2018)	

### JULY

Friday	6	Final date for all Year 12 'Intends T' data in ACS to be correct for AST rolls	
Friday	6	Term 2 ends	

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## TERM THREE

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### July (cont)

Monday	23	Semester 2 / Term 3 commences	
Monday	23	VET Sub-Committee Meeting	8:30 – 10:00 am Gingera Rm CAL
Thursday	26	AST Rolls available for collection by college AST Coordinators	
Thursday	26	Curriculum Coordinators' Meeting	2:00 – 4:00 pm Room 2 HBC
Thursday	26	Moderation Day Leaders' Preparation Session	3:30 – 4:30 pm Hall HBC

### AUGUST

Wednesday	1	August Board Principals' Meeting papers emailed	
Wednesday	1	CAC Sub-Committee Meeting	8:30 – 10:00 am Gingera Rm CAL
Thursday	2	BSSS Certification Meeting	2:00 – 4:00 pm Daramalan College
Friday	3	School census day	
Monday	6	Introduction to BSSS – new college teachers – assessment, curriculum & moderation	1:00 – 4:00 pm Mez HBC
Monday	6	Introduction to BSSS - VET Procedures	11:00 – 12:30 pm Room 5-6 HBC
Tuesday	7	<b>Board Principals' Meeting</b>	1:30 pm Mez HBC
Wednesday	8	The Joy of Scaling Workshop	1:00 – 4:00 pm Mez HBC
Thursday	9	Moderation Day 2	
Monday	13	Small Group portfolios for the previous 3 semesters, for the Graduating Cohort of 2018 due at OBSSS	
Thursday	16	<b>Board Meeting</b>	8:30 am Mez HBC
Friday	17	AST Packing Day	CAL
Tuesday	21	ACC Sub-Committee Meeting	8:30 – 10:00 am Gingera Rm CAL
Wednesday	22	INC Sub-Committee Meeting	8:30 – 10:00 am Gingera Rm CAL
Thursday	23	CAC Sub-Committee Meeting	8:30 – 10:00 am Gingera Rm CAL

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**TERM THREE (CONT)**

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**SEPTEMBER**

**Tuesday**      **4**      **AST Test** - Sessions 1 & 2 - First Sitting

**Wednesday**      **5**      **AST Test** - Session 3 - First Sitting

**Thursday**      **6**      Moderation Coordinators' Meeting      3:30 – 4:30 pm  
Kosciuszko Rm CAL

**Thursday**      **6**      Checking of AST      CAL

**Friday**      **7**      Checking of AST      CAL

**Friday**      **7**      Absent candidate register due to Board Secretariat  
from AST Coordinator

**Friday**      **7**      Applications due for second sitting of AST  
AST - Medical Certificates due to Board Secretariat

**Thursday**      **13**      Board Forum 3:      4:15 – 5:30  
TRCC

**Monday**      **17**      VET Sub-Committee Meeting      8:30 – 10:00  
Gingera Rm CAL

**Wednesday**      **19**      Delivery of AST Rolls and Labels to Second Sitting  
colleges

**Friday**      **28**      Term 3 ends

**OCTOBER**

**Monday**      **1**      Labour Day - Public Holiday

**Wednesday**      **10**      October Board Principals' Meeting papers emailed

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## TERM FOUR

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### OCTOBER (CONT)

Monday	15	Term 4 commences	
Tuesday	16	CAC Sub-Committee Meeting	8:30 – 10:00 am Gingera Rm CAL
Tuesday	16	<b>Board Principals' Meeting</b>	1:30 pm Mez HBC
Tuesday	16	AST Test Sessions 1 & 2 - Second Sitting	Nth: St Francis Xavier College Sth: St Edmund's College
Wednesday	17	AST Test Session 3 - Second Sitting	Nth: St Francis Xavier College Sth: St Edmund's College
Thursday	18	Quality Assurance and Assessment Workshop	9:00 – 12:00 pm MP Room HBC
Thursday	18	BSSS Certification Meeting	2:00 – 4:00 pm Gungahlin College
Thursday	18	Curriculum Coordinators' Meeting	2:00 – 4:00 pm Room 2 HBC
Thursday	25	<b>Board Meeting</b>	8:30 am Mez HBC

### NOVEMBER

Tuesday	6	CAC Sub-Committee Meeting	8:30 – 10:00 am Gingera Rm CAL
Wednesday	7	INC Sub-Committee Meeting	8:30 – 10:00 am Gingera Rm CAL
Friday	9	Final date for year 10 VET competencies to be entered into BSSS database	
Monday	12	VET Sub-Committee Meeting	8:30 – 10:00 am Gingera Rm CAL
Tuesday	13	ACC Sub-Committee Meeting	8:30 – 10:00 am Gingera Rm CAL
Friday	16	Closing date for nominations for Recognition of Excellence Ceremony	
Wednesday	28	Small group portfolios for year 12, Semester 2, 2018 due at OBSSS	
Wednesday	28	December Board Principals' Meeting papers emailed	



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**TERM FOUR (CONT)**

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**DECEMBER**

Monday	3	Final date for results from outside institutions to be provided for year 12 certification	5:00 pm CAL
Tuesday	4	<b>Board Principals' Meeting</b>	1:30 pm Mez HBC
Tuesday	4	Final day for all VET competencies to be entered in BSSS database	5:00 pm
Wednesday	5	Course Scores due in BSSS database. Year 12 data must be error free	
Wednesday	5	College access to database closes at 2:00 pm	2:00 pm
Thursday	6	Preliminary scaling run year 12 data including VET emailed	4:00 pm
Thursday	6	Small Group Adviser's report due to Technical Adviser	5:00 pm
Thursday	6	<b>Board Meeting</b>	8:30 am Mez HBC
Friday	7	Database re-opens for limited editing	
Friday	7	Confirmation that VET data is correct due to Technical Adviser	12:00 pm
Monday	10	College access to BSSS database closes for 2018 (Year 12 data must be error free)	10:00 am
Monday to Thursday	10 to 20	Moderation presentations due at OBSSS (Year 11 Semester 2, 2018)	
Tuesday	11	Main scaling run year 12 student data & course score data emailed	3:00 pm
Wednesday	12	Colleges final edits to student & course data at OBSSS	8:00 am – 12:00 pm CAL
Wednesday	12	Appeals should be lodged with the Board Secretariat by this date. Colleges should notify the Board Secretariat of any college appeals that have not been resolved	
Wednesday	12	12:00 pm - Confirmation to the Technical Adviser that the Certification data is correct	12:00 pm
Thursday	13	Final scaling run Year 12 results emailed for college checking	10:00 am

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## TERM FOUR (CONT)

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Thursday	13	Deadline for colleges to inform the Technical Adviser of any errors in data used for ATAR calculation	2:00 pm
Thursday	13	Dispatch of University Admission Centre files	
Monday	17	Deadline for Recognition of Excellence Ceremony top student information	10:00 am
Monday	17	Senior Secondary Certificates, Senior Secondary Records of Achievement, Tertiary Entrance Statements and Vocational Qualifications available for collection from OBSSS – distributed to students through their college	1:00 pm CAL
Monday	17	Database re-opens	
Monday	17	Electronic release of ATAR through UAC	
Tuesday	18	Recognition of Excellence Ceremony	11:00 am The Playhouse, Canberra Theatre Centre
Thursday	20	Closing date for Adoptions and Extensions of currently accredited units and courses for teaching in 2019	
Friday	21	Term 4 / Semester 2 ends	
<b>FEBRUARY</b>		<b>2019</b>	
Friday	1	Term 1 commences 2019	

## Notes

1. Any changes to the Schedule will be posted on the ACTBSSS web site at <http://www.bsss.act.edu.au>  
Colleges will be notified of such changes by facsimile or e-mail
2. Other codes used are

Code	Explanation
CAL (BSSS Office)	Callam Offices Building B, Level 1 (Use lift 2) Easty Street, WODEN ACT 2606
HBC	Hedley Beare Centre 51 Fremantle Drive, STIRLING ACT 2611
TBA	To be advised

3. The following Board committees will meet on a needs basis and meeting dates are subject to change:
  - Assessment and Certification Sub-Committee (ACC)
  - Curriculum Advisory Sub-Committee (CAC)
  - Vocational Education and Training Sub-Committee (VET)
  - Innovation Sub-Committee (INC) (once per term)(Dates: meetings will be held at least one week prior to Board Principals meeting papers preparation)
4. Dates to note:
  - Curriculum Coordinators' Meeting – 2nd Thursday every term (aim).

### Please Note:

If colleges require extra copies of the General Schedule please obtain them from the ACTBSSS web site at <http://www.bsss.act.edu.au>