



**B S S S**  
AUSTRALIAN CAPITAL TERRITORY

**Board of Senior Secondary Studies**

# **General Schedule**

of

**Meetings and Events**

**2008**

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## TERM ONE

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### FEBRUARY

Friday	1	Semester 1 / Term 1 commences (Staff only - government schools).
Tuesday	5	Request to colleges for ACT Scaling Test (AST) information. AST Coordinators and AST backup Coordinators identified. BSSS publications – College numbers request to AST administration.
Wednesday	6	February Board papers distributed.
<b>Tuesday</b>	<b>12</b>	<b>Board Principals' Meeting</b> 1.30pm CTL – Multipurpose Rm.
Wednesday	13	Introduction to BSSS – new college teachers – assessment, curriculum, VET & moderation 8.30 – 3.30pm CTL – Multipurpose Rm.
Thursday	14	Curriculum Coordinators' Meeting 2.00 – 4.00 pm CTL Rm 2.
Wednesday	20	School Census Day.
Wednesday	20	Introduction to BSSS – new college teachers – assessment, curriculum, VET & moderation 8.30 – 3.30pm CTL – Multipurpose Rm.
<b>Thursday</b>	<b>21</b>	<b>Board Meeting</b> 8.30am CTL – Multipurpose Rm.
Thursday	21	VET Coordinators' Directions Meeting 2.00 - 4.00pm CTL Multipurpose Rm.
Thursday	21	Moderation Coordinators' Meeting 3.30 - 5.00pm CTL – Multipurpose Rm.
Friday	22	International and Specialist Schools notify the Technical Adviser of enrolments for Semester 1, 2008.
Tuesday	26	VET Sub-Committee Meeting 8.30 - 10.00am CTL – Rm 5-6.
Tuesday	26	ACC Sub-Committee Meeting 8.30 – 10.00am LEC – LMR.
Tuesday	26	CAC Sub-Committee Meeting 3.30 – 5.00pm LEC – LMR.
Tuesday	26	Moderation and Subject Group Leaders Training Seminar 4.00 – 6.00pm CTL – Hall.
Friday	29	Final date: Requests for BSSS publications.

### MARCH

Monday	3	Delivery of Moderation materials to Moderation venues.
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**TERM ONE (cont)**

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**MARCH** (CONT)

Tuesday	4	Moderation Day 1.
Wednesday	5	Board Forum 4.15 – 5.30pm (venue TBA).
Friday	7	Submission of approximate student numbers to sit AST.
Monday	10	Canberra Day.
Tuesday	11	Application forms sent to potential AST Supervisors.
Tuesday	11	AST Coordinators' Meeting 4.00 - 5.30pm LEC – LMR. Student AST Application Forms distributed to colleges at this meeting.
Thursday	13	BSSS Certification Meeting 2.00 - 4.00pm (venue TBA).
Tuesday	18	AST Coordinators to identify Special Case Students and issue Special Case Application Forms.
Friday	21	Good Friday.
Monday	24	Easter Monday.
Wednesday	26	April Board papers distributed.

**APRIL**

<b>Tuesday</b>	<b>1</b>	<b>Board Principals' Meeting</b> 1.30pm CTL – Multipurpose Rm.
Thursday	3	Student AST Application Forms due back to the Board Secretariat.
<b>Thursday</b>	<b>10</b>	<b>Board Meeting</b> 8.30am CTL – Multipurpose Rm.
Thursday	10	Courses due to Board Secretariat for current accreditation round.
Friday	11	Term 1 ends.
Monday	21	Final date for Supervisors-in-Charge and Supervisors to return applications directly to Board Secretariat.
Friday	25	Anzac Day Holiday.

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## TERM TWO

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### APRIL (CONT)

Monday	28	Term 2 commences.
Tuesday	29	VET Sub-Committee Meeting 8.30 – 10.00am CTL – Rm 5-6.
Tuesday	29	ACC Sub-Committee Meeting 8.30 – 10.00am LEC – LMR.
Tuesday	29	CAC Sub-Committee Meeting 3.30 – 5.00pm LEC – LMR.
Wednesday	30	Board Forum 4.15 - 5.30pm (venue TBA).

### MAY

Friday	2	Closing date for AST Applications for Special Case candidates (with documentation) to Board Secretariat.
Thursday	8	Last day for names of students to be identified in BSSS Database as having a 'Culturally & Linguistically Diverse Background'.
Thursday	8	Curriculum Coordinators' Meeting 2.00 - 4.00pm CTL – Rm 2
Thursday	15	VET Coordinators' Directions Meeting 2.00 - 4.00pm CTL – Multipurpose Rm.
Thursday	22	BSSS Certification Meeting 2.00 - 4.00pm (venue TBA).
Friday	23	Notification of Moderation Scaling Groups including small groups to Technical Adviser.
Tuesday	27	VET certification processing for 2008 – Vet Coordinators. All day by appointment - LEC - Multipurpose Rm.
Wednesday	28	VET certification processing for 2008 – Vet Coordinators. All day by appointment - LEC - Multipurpose Rm.

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**TERM TWO (cont)**

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**JUNE**

Tuesday	3	Board papers distributed.
Thursday	5	AST Coordinators' and Supervisors' seminar 4.00 - 5.30pm CTL – Hall. College AST Coordinators advised of Supervisors.
Friday	6	Students' names and addresses taken from central database and sent to University Admission Centre.
Friday	6	Closing date for applications for ACT students to sit AST overseas.
Monday	9	Queen's Birthday holiday.
<b>Tuesday</b>	<b>10</b>	<b>Board Principals' Meeting</b> 1.30pm CTL – Multipurpose Rm.
<b>Thursday</b>	<b>19</b>	<b>Board Meeting</b> 8.30am CTL – Multipurpose Rm.
Friday	27	Moderation presentations due (Year 12 Semester 1, 2008).

**JULY**

Tuesday	1	VET Sub-Committee Meeting 8.30 - 10.00am CTL – Rm 5-6.
Friday	4	Term 2 ends.

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## TERM THREE

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### JULY (cont)

Monday	21	Semester 2 / Term 3 commences.
Tuesday	22	International and Specialist Schools offering semester courses to notify the Technical Adviser of Semester 1 results and Semester 2 enrolments.
Wednesday	23	AST Rolls delivered to college AST Coordinators.
Tuesday	29	ACC Sub-Committee Meeting 8.30 – 10.00am LEC – LMR.
Tuesday	29	CAC Sub-Committee Meeting 3.30 – 5.00pm LEC – LMR.
Thursday	31	Curriculum Coordinators' Meeting 2.00 - 4.00pm CTL – Rm 2.

### AUGUST

Friday	1	School Census Day.
Tuesday	5	Introduction to BSSS – new college teachers – assessment, curriculum, VET & moderation 8.30 – 3.30pm CTL – Multipurpose Rm.
Tuesday	5	Moderation and Subject Group Leaders Training Seminar 4.00 - 6.00pm CTL – Hall.
Wednesday	6	Board papers distributed.
Wednesday & Thursday	6 7	Canberra Careers Market.
Thursday	7	VET Coordinators' Directions Meeting 2.00 - 4.00pm CTL Multipurpose Rm.
<b>Tuesday</b>	<b>12</b>	<b>Board Principals' Meeting</b> 1.30pm CTL – Multipurpose Rm.
Wednesday	13	Delivery of Moderation materials to Moderation venues.
Thursday	14	Moderation Day 2.
Friday	15	Packing of AST Papers LEC.
<b>Thursday</b>	<b>21</b>	<b>Board Meeting</b> 8.30am CTL – Multipurpose Rm.

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**TERM THREE (cont)**

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**SEPTEMBER**

Tuesday	2	AST Test - Sessions 1 & 2 - First Sitting.
Tuesday	2	VET Sub-Committee Meeting 8.30 - 10.00am CTL – Rm 5-6.
Wednesday	3	AST Test - Session 3 - First Sitting.
Thursday	4	Checking of AST. LEC
& Friday	5	
Friday	5	Absent candidate register due to Board Secretariat from AST Coordinator. AST – Medical Certificates due to Board Secretariat.
Tuesday	9	ACC Sub-Committee Meeting 8.30 – 10.00am LEC – LMR.
Tuesday	9	CAC Sub-Committee Meeting 3.30 – 5.00pm LEC – LMR.
Thursday	11	Board Forum 4.15 – 5.30pm (venue TBA).
Friday	12	Final date for receipt of applications to attend second sitting of AST.
Thursday	18	BSSS Certification Meeting 2.00 - 4.00pm TBA.
Friday	26	Course accreditation recommendations for 2009 due from panels.
Friday	26	Last day for competencies and training numbers for completed SNAPS.
Friday	26	Term 3 ends.

**OCTOBER**

Wednesday	1	AST Rolls & Labels for Second Sitting printed.
Monday	6	Labour Day.
Wednesday	8	Board papers distributed.

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## TERM FOUR

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### OCTOBER (cont)

Monday	13	Term 4 commences.
<b>Tuesday</b>	<b>14</b>	<b>Board Principals' Meeting</b> 1.30pm CTL – Multipurpose Rm.
Tuesday	14	Delivery of AST Rolls and Labels to Second Sitting colleges.
Tuesday	21	AST Test Sessions 1 & 2 - Second Sitting.
Wednesday	22	AST Test Session 3 - Second Sitting.
Thursday	23	Curriculum Coordinators' Meeting 2.00 - 4.00pm CTL – Rm 2.
<b>Thursday</b>	<b>23</b>	<b>Board Meeting</b> 8.30am CTL – Multipurpose Rm.
Wednesday	29	Moderation Coordinators' Meeting 2.00 - 3.30pm CTL Multipurpose Rm.
Thursday	30	VET Coordinators' Directions Meeting 2.00 - 4.00pm CTL Multipurpose Rm.

### NOVEMBER

Tuesday	4	VET Sub-Committee Meeting 8.30 - 10.00am CTL – Rm 5-6.
Tuesday	4	ACC Sub-Committee Meeting 8.30 – 10.00am LEC – LMR.
Tuesday	4	CAC Sub-Committee Meeting 3.30 – 5.00pm LEC – LMR.
Thursday	6	BSSS Certification Meeting 2.00 - 4.00pm (venue TBA).
Wednesday	12	Board Forum 4.15 – 5.30pm (venue TBA).
Thursday	20	International schools notify the Technical Adviser of all unit results.
Friday	21	Closing date for nominations for Recognition of Excellence.
Friday	21	Adoption forms due for courses approved by the Board during 2008.
Wednesday	26	Board papers distributed.
Friday	28	Closing date for Adoptions and Extensions of currently accredited units and courses for teaching in 2009.

## DECEMBER

<b>Tuesday</b>	<b>2</b>	<b>Board Principals' Meeting</b> 1.30pm CTL – Multipurpose Rm.
Wednesday	3	Final day for all VET competencies to be entered in BSSS database.
Wednesday	3	Final date for results from CIT Central Courses.
Thursday	4	Specialist Schools notify the Technical Adviser of Semester 2 results.
Thursday	4	2.00pm - Course Scores due in BSSS database. BSSS databases should be correct. College BSSS databases close (Yr 12 data must be error free).
Friday	5	Small Group Moderator reports due to Technical Adviser.
Friday	5	Moderation presentations due (Year 11 Semester 2, 2008).
Monday	8	12.00 to 1.00pm - Vocational data available from LEC for checking and collection by college personnel.
Monday	8	College BSSS databases available for limited editing.
Tuesday	9	COB – Confirmation that VET data is correct.
Wednesday	10	10.00am - College access to BSSS database closes for 2008 (Year 12 data must be error free).
<b>Thursday</b>	<b>11</b>	<b>Board Meeting</b> 8.30am CTL – Multipurpose Rm.
Thursday	11	3.00 to 4.00pm - Printouts of Year 12 student data, course score data available from LEC for collection by college personnel.
Friday	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.
Friday	12	12.00pm - Confirmation that the Certification data is correct to the Board Secretariat.
Monday	15	8.00am – Year 12 results available from LEC for college checking and collection.
Monday	15	12.00pm - Deadline for colleges to inform the Board Secretariat of any errors in data used for UAI calculation.
Monday	15	12.00pm - deadline for Recognition of Excellence Ceremony top student information.

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**TERM FOUR (cont)**

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**DECEMBER**

(cont)

Tuesday	16	Recognition of Excellence Ceremony 11.00am - NLA.
Tuesday	16	2:30pm - Year 12 Certificates, Tertiary Entrance Statements and Vocational Qualifications available for collection from LEC.
Thursday	18	Dispatch of University Admission Centre files.
Friday	19	Term 4 / Semester 2 ends.

**JANUARY 2009**

Friday	30	Term 1 commences 2009.
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## 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
LEC (BSSS Office)	Lyons Education Centre – BSSS Office 67 Launceston Street, Lyons ACT 2606
LEC Meeting Rooms	LMR – Large Meeting Room SMR – Small Meeting Room Multipurpose Room
CTL	Centre for Teaching and Learning Fremantle Drive, Stirling ACT 2611
TBA	To be advised
NLA	National Library of Australia

3. The following Board Sub-Committees will be called on a needs basis and are subject to change:
  - Assessment and Certification Committee (ACC)
  - Curriculum Advisory Committee (CAC)
  - Vocational Education and Training Committee
4. Dates to note:
  - Government School Principal's meeting - 1<sup>st</sup> Thursday of every month.
  - VET Coordinators' Directions Meeting – 3<sup>rd</sup> Thursday of every term.
  - Curriculum Coordinators' Meeting – 2<sup>nd</sup> 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>