



**B S S S**  
AUSTRALIAN CAPITAL TERRITORY

**Board of Senior Secondary Studies**

# **General Schedule**

of

**Meetings and Events**

**2009**

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## TERM ONE

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### JANUARY

Friday 30 Semester 1 / Term 1 commences  
(Staff only - public schools)

### FEBRUARY

Wednesday 4 February Board papers distributed

**Tuesday 10 Board Principals' Meeting** 1.30 pm  
Multipurpose Rm CTL

Wednesday 11 Introduction to BSSS – new college teachers –  
assessment, curriculum, VET & moderation 8.30 - 3.30 pm  
Multipurpose Rm CTL

Thursday 12 Curriculum Coordinators' Meeting 2.00 - 4.00 pm  
Rm 2 CTL

Monday 16 Introduction to BSSS – new college teachers –  
assessment, curriculum, VET & moderation 8.30 - 3.30 pm  
Multipurpose Rm CTL

Tuesday 17 AST Marking Workshop 9.15 – 3.30  
Hall CTL

**Thursday 19 Board Meeting** 8.30 am  
Multipurpose Rm CTL

Thursday 19 Moderation Coordinators' Meeting 3.30 - 5.00 pm  
Rm 2 CTL

Friday 20 AST Coordinators and backup Coordinators identified  
Final date: Requests for BSSS publications

Tuesday 24 Moderation and Subject Group Leaders Training  
Seminar 4.00 – 6.00 pm  
Hall CTL

Wednesday 25 VET Committee Meeting 8.30 - 10.00 am  
Rm 5 - 6 CTL

Thursday 26 BSSS Certification Meeting 1:00 - 4:00 pm  
Melba Copland

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**TERM ONE (CONT)**

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**MARCH**

Tuesday	3	Moderation Day 1	
Wednesday	4	Board Forum 1: Certification 2008	4.15 – 5.30 pm (venue TBA)
Friday	6	Approximate numbers to sit AST due	
Monday	9	Canberra Day	
Tuesday	10	ACC Committee Meeting	8.30 – 10.00 am Edwards Rm LEC
Tuesday	10	CAC Committee Meeting	8.30 – 10.00 am Cornish Room LEC
Tuesday	10	AST Coordinators' Meeting	4.00 - 5.30 pm Nth Rm LEC
Tuesday	17	AST Coordinators to issue Special Case Application Forms to students identified as Special Case for AST	
Thursday	26	Notification of Moderation Scaling Groups including small groups to Technical Adviser	

**APRIL**

Wednesday	1	April Board papers distributed	
Friday	3	Student AST Application Forms due back to the Board Secretariat	
Friday	3	Last day for names of students meeting definition for 'Culturally & Linguistically Diverse Background' for AST to be identified in BSSS database	
<b>Tuesday</b>	<b>7</b>	<b>Board Principals' Meeting</b>	1.30 pm Multipurpose Rm CTL
Thursday	9	Courses due to Board Secretariat for current accreditation round	
Thursday	9	Term 1 ends	
Friday	10	Good Friday	

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## TERM TWO

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### APRIL (CONT)

Monday	13	Easter Monday	
Monday	20	Final date for AST Supervisors-in-Charge and Supervisors to return applications directly to Board Secretariat	
Monday	27	Anzac Day Holiday	
Tuesday	28	Term 2 commences	
Wednesday	29	VET Committee Meeting	8.30 – 10.00 am Rm 5 - 6 CTL
Wednesday	29	Board Forum	4.15 - 5.30 pm (venue TBA)
<b>Thursday</b>	<b>30</b>	<b>Board Meeting</b>	8.30 am Multipurpose Rm CTL

### MAY

Friday	1	Closing date for AST Special Case Applications (with documentation) to Board Secretariat	
Thursday	7	Curriculum Coordinators' Meeting	2.00 - 4.00 pm Rm 5-6 CTL
Friday	8	Closing date for applications for ACT students to sit AST overseas	
Tuesday	12	Board Forum 2: AST	4.15 – 5.30 pm (venue TBA)
Tuesday	19	ACC Committee Meeting	8.30 – 10.00 am Nth Rm LEC
Tuesday	19	CAC Committee Meeting	3.30 – 5.00 pm Cornish Room LEC
Thursday	21	BSSS Certification Meeting	1.00 - 4.00 pm (venue TBA)
Tuesday	26	VET certification processing for 2008 – VET Coordinators. All day by appointment	LEC Cornish Rm
Wednesday	27	VET certification processing for 2008 – VET Coordinators. All day by appointment	LEC Cornish Rm
Friday	29	Student and Course Information sent to UAC	

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**TERM TWO (CONT)**

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**JUNE**

Tuesday	2	Board papers distributed	
Thursday	4	AST College Coordinators' and Supervisors' Seminar	4.00 - 5.30 pm Hall CTL
Monday	8	Queen's Birthday holiday	
Tuesday	9	CAC Committee Meeting	8.30 - 10.00 am Cornish Room LEC
<b>Tuesday</b>	<b>9</b>	<b>Board Principals' Meeting</b>	1.30 pm Multipurpose Rm CTL
<b>Thursday</b>	<b>18</b>	<b>Board Meeting</b>	8.30 am Multipurpose Rm CTL
Friday to Friday	26  3 July	Moderation presentations due (Year 12 Semester 1, 2009)	
Tuesday	30	ACC Committee Meeting	8.30 - 10.00 am Edwards Rm LEC
Tuesday	30	CAC Committee Meeting	8.30 - 10.00 am Nth Rm LEC

**JULY**

Wednesday	1	VET Committee Meeting	8.30 - 10.00 am Rm 5 - 6 CTL
Friday	3	Term 2 ends	

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## TERM THREE

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### JULY (cont)

Monday	20	Semester 2 / Term 3 commences	
Wednesday	22	AST Rolls delivered to college AST Coordinators	
Thursday	30	Curriculum Coordinators' Meeting	2.00 - 4.00 pm Rm 2 CTL

### AUGUST

Monday	3	Introduction to BSSS – new college teachers – assessment, curriculum, VET & moderation	8.30 – 3.30 pm Multipurpose Rm CTL
Tuesday	4	Moderation and Subject Group Leaders Training Seminar	4.00 - 6.00 pm Hall CTL
Wednesday	5	Board papers distributed	
Tuesday	11	CAC Committee Meeting	8.30 – 10.00 am Nth Rm LEC
<b>Tuesday</b>	<b>11</b>	<b>Board Principals' Meeting</b>	1.30 pm Multipurpose Rm CTL
Wednesday	12	Delivery of Moderation materials to Moderation venues	
Thursday	13	Moderation Day 2	
<b>Thursday</b>	<b>20</b>	<b>Board Meeting</b>	8.30 am Multipurpose Rm CTL
Thursday	20	BSSS Certification Meeting	1.00 - 4.00 pm TBA

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**TERM THREE (CONT)**

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**SEPTEMBER**

Tuesday	1	AST Test - Sessions 1 & 2 - First Sitting	
Wednesday	2	AST Test - Session 3 - First Sitting	
Wednesday	2	VET Committee Meeting	8.30 - 10.00 am Rm 5 - 6 CTL
Friday	4	Absent candidate register due to Board Secretariat from AST Coordinator	
Friday	4	Applications due for second sitting of AST AST – Medical Certificates due to Board Secretariat	
Tuesday	8	ACC Committee Meeting	8.30 – 10.00 am Edwards Rm LEC
Tuesday	8	CAC Committee Meeting	8.30 – 10.00 am Cornish Room LEC
Thursday	10	Board Forum 3	4.15 – 5.30 pm (venue TBA)
Thursday	24	Delivery of AST Rolls and Labels to Second Sitting colleges	
Friday	25	Term 3 ends	

**OCTOBER**

Monday	5	Labour Day	
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## TERM FOUR

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### OCTOBER (cont)

Monday	12	Term 4 commences	
Tuesday	13	AST Test Sessions 1 & 2 - Second Sitting	
Wednesday	14	AST Test Session 3 - Second Sitting	
Thursday	15	Board papers distributed	
Thursday	15	BSSS Certification Meeting	1.00 - 4.00 pm venue TBA
Tuesday	20	CAC Committee Meeting	8.30 – 10.00 am Cornish Room LEC
<b>Tuesday</b>	<b>20</b>	<b>Board Principals' Meeting</b>	1.30 pm Rm 11 CTL
Thursday	22	Curriculum Coordinators Meeting	2.00 – 4.00 pm Rm 2 CTL
Wednesday	28	Moderation Coordinators' Meeting	2.00 – 3.30 pm Multipurpose Rm CTL
<b>Thursday</b>	<b>29</b>	<b>Board Meeting</b>	8.30 am Multipurpose Rm CTL
Friday	30	Year 11 numbers (2010) to O of BSSS for Plagiarism Booklets	

### NOVEMBER

Tuesday	3	Family & Community Day	
Wednesday	4	VET Committee Meeting	8.30 - 10.00 am Rm 5 - 6 CTL
Wednesday	11	Board Forum 4	4.15 – 5.30 pm venue TBA
Tuesday	17	ACC Committee Meeting	8.30 – 10.00 am Edwards Rm LEC
Tuesday	17	CAC Committee Meeting	8.30 – 10.00 am Cornish Room LEC
Friday	20	Closing date for nominations for Recognition of Excellence Ceremony	
Wednesday	25	Board papers distributed	
Friday	27	Closing date for Adoptions and Extensions of currently accredited units and courses for teaching in 2010	

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**TERM FOUR (CONT)**

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**DECEMBER**

<b>Tuesday</b>	<b>1</b>	<b>Board Principals' Meeting</b>	1.30 pm Multipurpose Rm CTL
Wednesday	2	Final day for all VET competencies to be entered in BSSS database	
Wednesday	2	Final date for results from CIT Central Courses	
Thursday	3	Course Scores due in BSSS database. BSSS databases should be correct. Colleges' BSSS database closes at 2:00pm (Year 12 data must be error free)	
Friday	4	Small Group Moderator reports due to technical Advisor	
Monday	7	Vocational data available for checking and collection	12.00 – 1.00 pm LEC
Monday	7	College BSSS databases available for limited editing	
Tuesday	8	4.00 pm Confirmation that VET data is correct	
Tuesday	8	10.00 am – College access to BSSS database closes for 2009 (Year 12 data must be error free)	
<b>Thursday</b>	<b>10</b>	<b>Board Meeting</b>	8.30 am Multipurpose Rm CTL
Thursday	10	3.00 to 4.00 pm - Printouts of Year 12 student data, course score data available from LEC for collection	
Friday to Friday	11  18	Moderation presentations due (Year 11 Semester 2, 2009)	
Friday	11	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	11	12.00 pm - Confirmation to the Technical Adviser that the Certification data is correct	
Monday	14	8.00 am – Year 12 results available from LEC for college checking and collection	
Monday	14	12.00 pm – Deadline for colleges to inform the Technical Advisor of any errors in data used for UAI calculation	

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**TERM FOUR (CONT)**

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Monday	14	12.00 pm – deadline for Recognition of Excellence Ceremony top student information	
Tuesday	15	Recognition of Excellence Ceremony	11.00 am National Library of Australia
Tuesday	15	2.30 pm – Year 12 Certificates, Tertiary Entrance Statements and Vocational Qualifications available for collection	LEC
Thursday	17	Dispatch of University Admission Centre files	
Friday	18	Term 4 / Semester 2 ends	

**JANUARY 2010**

Thursday 28 Term 1 commences 2010

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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

<b>Code</b>	<b>Explanation</b>
LEC (BSSS Office)	Lyons Education Centre – BSSS Office 67 Launceston Street, Lyons ACT 2606
LEC Meeting Rooms	North Room Edwards Room Cornish Room
CTL	Centre for Teaching and Learning 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 Committee (ACC)
  - Curriculum Advisory Committee (CAC)
  - Vocational Education and Training Committee (VET)
4. Dates to note:
  - 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>