



**Board of Senior Secondary Studies**

# **General Schedule**

of

**Meetings and Events**

**2019**

**(Amended 22 October 2018)**

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**TERM ONE**

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**JANUARY**

**2019**

Monday 28 Public Holiday for Saturday 26 January - Australia Day

**FEBRUARY**

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

Wednesday 6 February Board Principals' Meeting papers emailed

Tuesday 12 **Board Principals' Meeting** 1:30 pm  
Mez HBC

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

Wednesday 13 Introduction to BSSS – new college teachers –  
assessment, curriculum & moderation 9:00 – 12:00 pm  
Mez HBC OR  
1:00 – 4:00 pm  
MP Rm HBC

Thursday 14 Curriculum Coordinators' Meeting 2:00 – 4:00 pm  
Room 2 HBC

Monday 18 Introduction to BSSS – new college teachers –  
assessment, curriculum & moderation 9:00 – 12:00 pm  
Mez HBC

Monday 18 Introduction to BSSS – Executive Teachers 1:00 – 4:00 pm  
MP Room HBC

Monday 18 Introduction to BSSS - VET Procedures 2:00 – 3:30 pm  
Room 5/6 HBC

Wednesday 20 School census day

Thursday 21 **Board Meeting** 8:30 am  
Mez HBC

Thursday 21 Moderation Day Leaders' Preparation Session 3:45 – 5:00 pm  
Hall HBC

Wednesday 27 Board Forum 1: Certification 2018 4:15 – 5:30 pm  
Merici College

**MARCH**

Friday 1 Uncollected Certificates & Distribution Lists due at OBSSS. Ring  
Executive Officer, Certification & Assessment to make a meeting  
appointment for delivery and sign off. Callam Offices

Monday 4 Assessment & Marking Workshop (AST) 9:00 – 3:30 pm  
Mez HBC

Monday 4 Introduction to BSSS Certification – new college  
certification officers & assistants 3:00 – 5:00 pm  
MP Room HBC

Tuesday 5 Moderation Day 1

Wednesday 6 Introduction to BSSS – new college teachers –  
assessment, curriculum, & moderation 9:00 – 12:00 pm  
MP Room HBC

Wednesday 6 AST Coordinators' Meeting 4:00 – 5:30 pm  
MP Room CAL

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**TERM ONE** (CONT)

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Thursday	7	BSSS Certification Meeting	2:00 – 4:00 pm DCKC
Friday	8	Approximate numbers to sit AST due	
Monday	11	Canberra Day - Public Holiday	
Tuesday	12	ACC Sub-Committee Meeting	8:30 – 10:00 am MR 1 CAL
Wednesday	13	INC Sub-Committee Meeting	8:30 – 10:00 am Gingera Rm CAL
Tuesday	19	CAC Sub-Committee Meeting	8:30 – 10:00 am Gingera Rm CAL
Thursday	21	VET Sub-Committee Meeting	8:30 – 10:00 am Gingera Rm CAL
Tuesday	26	Moderation Coordinators' Meeting	3:30 – 4:30 pm Kosciuszko Rm CAL
Wednesday	27	April Board Principals' Meeting papers emailed	
Wednesday	27	Student AST Application Forms due to the Board Secretariat	
Wednesday	27	Final date: AST Special Case Applications and documentation due to Board Secretariat by COB	
Thursday	28	Notification of Scaling Groups including small groups to Executive Officer, Certification & Assessment	

## APRIL

Tuesday	2	<b>Board Principals' Meeting</b>	1:30 pm Mez HBC
Wednesday	3	VET Certification Processing - VET Coordinators.	3:00 – 5:00 pm Kosciuszko Rm CAL
Thursday	4	Course proposals due to Board Secretariat	
Thursday	4	Final day: names of students meeting definition for 'Linguistically Diverse Background' for the AST to be identified in ACS database by COB	
Friday	5	Applications to sit Modified AST papers due to Executive Officer, Certification & Assessment by COB	
Thursday	11	<b>Board Meeting</b>	8:30 am Mez HBC
Friday	12	Term 1 ends	

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## TERM TWO

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### April (cont)

Friday	19	Good Friday
Monday	22	Easter Monday
Thursday	25	ANZAC Day - Public Holiday
Monday	29	Term 2 commences
Monday	29	Closing date for applications for ACT students to sit AST overseas

### MAY

Wednesday	1	INC Sub-Committee Meeting	8:30 – 10:00 am Gingera Rm CAL
Thursday	2	Board Forum 2: AST	2:00 – 4:00 pm UC SSC Lake Ginninderra
Tuesday	7	Quality Assurance and Assessment Workshop	9:00 – 12:00 pm MP Room HBC
Thursday	9	Curriculum Coordinators' Meeting	2:00 – 4:00 pm Room 2 HBC
Friday	10	Dance Practical Moderation Day	9:00 – 4:00 Erindale College
Tuesday	14	CAC Sub-Committee Meeting	8:30 – 10:00 am Gingera Rm CAL
Thursday	16	VET Sub-Committee Meeting	8:30 – 10:00 am Gingera Rm CAL
Thursday	16	BSSS Certification Meeting	2:00 – 4:00 pm Brindabella Christian College
Tuesday	21	ACC Sub-Committee Meeting	8:30 – 10:00 am Gingera Rm CAL
Tuesday	21	Student and Course Information sent to UAC	
Monday	27	Reconciliation Day	
Wednesday	29	June Board Principals' Meeting papers emailed	

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## TERM TWO (CONT)

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### JUNE

Tuesday	4	<b>Board Principals' Meeting</b>	1:30 pm Mez HBC
Wednesday	5	AST College Coordinators' and Supervisors' Seminar	2:30 – 4:00 pm Hall HBC
Monday	10	Queen's Birthday - Public Holiday	
Thursday	13	<b>Board Meeting</b>	8:30 am Mez HBC
Tuesday	18	ACC Sub-Committee Meeting	8:30 – 10:00 am Gingera Rm CAL
Thursday	20	CAC Sub-Committee Meeting	8:30 – 10:00 am Gingera Rm CAL
Friday	28	AST enrolments and Special Case data finalised	
Friday to Thursday	28  4 July	Moderation presentations due at OBSSS (Year 12 Semester 1, 2019)	

### JULY

Friday	5	Final date for all Year 12 'Intends T' data in ACS to be correct for AST rolls	
Friday	5	Term 2 ends	

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## TERM THREE

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### July (cont)

Monday	22	Semester 2 / Term 3 commences	
Thursday	25	AST Rolls available for collection by college AST Coordinators	
Thursday	25	Curriculum Coordinators' Meeting	2:00 – 4:00 pm Room 2 HBC
Thursday	25	VET Sub-Committee Meeting	8:30 – 10:00 am Gingera Rm CAL
Thursday	25	Moderation Day Leaders' Preparation Session	3:30 – 4:30 pm Hall HBC
Wednesday	31	August Board Principals' Meeting papers emailed	
Wednesday	31	CAC Sub-Committee Meeting	8:30 – 10:00 am Gingera Rm CAL

### AUGUST

Thursday	1	BSSS Certification Meeting	2:00 – 4:00 pm Radford College
Friday	2	School census day	
Monday	5	Introduction to BSSS – new college teachers – assessment, curriculum & moderation	1:00 – 4:00 pm MP Rm HBC
Monday	5	Introduction to BSSS - VET Procedures	11:00 – 12:30 pm Room 5-6 HBC
Tuesday	6	<b>Board Principals' Meeting</b>	1:30 pm Mez HBC
Wednesday	7	The Joy of Scaling Workshop	1:00 – 4:00 pm MP Rm HBC
Thursday	8	Moderation Day 2	
Monday	12	Small Group portfolios for the previous 3 semesters, for the Graduating Cohort of 2019 due at OBSSS	
Thursday	15	<b>Board Meeting</b>	8:30 am Mez HBC
Friday	16	AST Packing Day	CAL
Tuesday	20	ACC Sub-Committee Meeting	8:30 – 10:00 am Gingera Rm CAL
Wednesday	21	INC Sub-Committee Meeting	8:30 – 10:00 am Gingera Rm CAL
Thursday	22	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**      **3**      **AST Test** - Sessions 1 & 2 - First Sitting

**Wednesday**      **4**      **AST Test** - Session 3 - First Sitting

**Thursday**      **5**      Moderation Coordinators' Meeting      3:30 – 4:30 pm  
Kosciuszko Rm CAL

**Thursday**      **5**      Checking of AST      CAL

**Friday**      **6**      Checking of AST      CAL

**Friday**      **6**      Absent candidate register due to Board Secretariat  
from AST Coordinator

**Friday**      **6**      Applications due for second sitting of AST  
AST - Medical Certificates due to Board Secretariat

**Thursday**      **12**      Board Forum 3:      4:15 – 5:30  
TUGC

**Wednesday**      **18**      Delivery of AST Rolls and Labels to Second Sitting  
colleges

**Thursday**      **19**      VET Sub-Committee Meeting      8:30 – 10:00  
Gingera Rm CAL

**Friday**      **27**      Term 3 ends

**OCTOBER**

**Monday**      **7**      Labour Day - Public Holiday

**Wednesday**      **9**      October Board Principals' Meeting papers emailed

## TERM FOUR

### OCTOBER (CONT)

Monday	14	Term 4 commences	
Tuesday	15	CAC Sub-Committee Meeting	8:30 – 10:00 am Gingera Rm CAL
Tuesday	15	<b>Board Principals' Meeting</b>	1:30 pm Mez HBC
Tuesday	15	AST Test Sessions 1 & 2 - Second Sitting	Nth: Daramalan College Sth: Canberra College
Wednesday	16	AST Test Session 3 - Second Sitting	Nth: Daramalan College Sth: Canberra College
Thursday	17	Quality Assurance and Assessment Workshop 2	9:00 – 12:00 pm MP Room HBC
Thursday	17	BSSS Certification Meeting	2:00 – 4:00 pm St Clare's College
Thursday	24	Curriculum Coordinators' Meeting	2:00 – 4:00 pm Room 2 HBC
Thursday	24	<b>Board Meeting</b>	8:30 am Mez HBC

### NOVEMBER

Tuesday	5	CAC Sub-Committee Meeting	8:30 – 10:00 am Gingera Rm CAL
Wednesday	6	INC Sub-Committee Meeting	8:30 – 10:00 am Gingera Rm CAL
Friday	8	Final date for year 10 VET competencies to be entered into BSSS database	
Tuesday	12	ACC Sub-Committee Meeting	8:30 – 10:00 am Gingera Rm CAL
Thursday	14	VET Sub-Committee Meeting	8:30 – 10:00 am Gingera Rm CAL
Friday	15	Closing date for nominations for Recognition of Excellence Ceremony	
Tuesday	26	Small group portfolios for year 12, Semester 2, 2018 due at OBSSS	
Wednesday	27	December Board Principals' Meeting papers emailed	
Thursday	28	Final date for results from outside institutions to be provided for year 12 certification	5:00 pm CAL
Friday	29	Final day for all VET competencies to be entered in BSSS database	5:00 pm



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**TERM FOUR (CONT)**

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**DECEMBER**

Monday	2	Course Scores due in BSSS database. Year 12 data must be error free	
Monday	2	College access to database closes at 2:00 pm	2:00 pm
Tuesday	3	Preliminary scaling run year 12 data including VET emailed	4:00 pm
Tuesday	3	<b>Board Principals' Meeting</b>	1:30 pm Mez HBC
Wednesday	4	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	4	Small Group Adviser's report due to Executive Officer, Certification & Assessment	5:00 pm
Wednesday	4	Database re-opens for limited editing	
Thursday	5	<b>Board Meeting</b>	8:30 am Mez HBC
Thursday	5	Confirmation that VET data is correct due to Executive Officer, Certification & Assessment	12:00 pm
Friday	6	College access to BSSS database closes for 2019 (Year 12 data must be error free)	10:00 am
Monday to Thursday	9 to 19	Moderation presentations due at OBSSS (Year 11 Semester 2, 2019)	
Monday	9	Main scaling run year 12 student data & course score data emailed	3:00 pm
Thursday	12	Colleges final edits to student & course data at OBSSS	8:00 am – 12:00 pm CAL
Thursday	12	12:00 pm - Confirmation to the Executive Officer, Certification & Assessment that the Certification data is correct	12:00 pm
Monday	16	Final scaling run Year 12 results emailed for college checking	8:00 am
Monday	16	Deadline for colleges to inform the Executive Officer, Certification & Assessment of any errors in data used for ATAR calculation	12:00 pm

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**TERM FOUR (CONT)**

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Monday	16	Dispatch of University Admission Centre files	
Monday	16	Database re-opens	
Monday	16	Deadline for Recognition of Excellence Ceremony top student information	10:00 am
Tuesday	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
Tuesday	17	Recognition of Excellence Ceremony	11:00 am The Playhouse, Canberra Theatre Centre
Thursday	19	Electronic release of ATAR through UAC	
Thursday	19	Closing date for Adoptions and Extensions of currently accredited units and courses for teaching in 2020	
Thursday	19	Term 4 / Semester 2 ends	
<b>JANUARY</b>		<b>2020</b>	
Friday	31	Term 1 commences 2020	

## 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>