



Board of Senior Secondary Studies

General Schedule

of

Meetings and Events

2019

(Amended 23 January 2019)

TERM ONE

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

Monday 11 Introduction to BSSS - VET Procedures 2:00 – 3:30 pm
Room 2 HBC

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

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
Kosciuszko Rm CAL

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

TERM ONE (CONT)

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	Board Principals' Meeting	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	Board Meeting	8:30 am Mez HBC
Friday	12	Term 1 ends	

TERM TWO

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
Thursday	9	VET Sub-Committee Meeting	8:30 – 10:00 am Gingera Rm CAL
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	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	

TERM TWO (CONT)

JUNE

Tuesday	4	Board Principals' Meeting	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	Board Meeting	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	

TERM THREE

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	Board Principals' Meeting	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	Board Meeting	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

TERM THREE (CONT)

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	Board Principals' Meeting	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
Friday	18	Small Group Adviser's preliminary report due to Executive Officer, Certification & Assessment	
Thursday	24	Curriculum Coordinators' Meeting	2:00 – 4:00 pm Room 2 HBC
Thursday	24	Board Meeting	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
Thursday	7	AST Coordinators' Forum 2020 Special Case Forms issued	2:00 – 4:00 pm TBA
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	

TERM FOUR (CONT)

DECEMBER

Monday	2	Final date for results from outside institutions to be provided for year 12 certification	5:00 pm CAL
Tuesday	3	Final day for all VET competencies to be entered in BSSS database	5:00 pm
Tuesday	3	Board Principals' Meeting	1:30 pm Mez HBC
Wednesday	4	Course Scores due in BSSS database. Year 12 data must be error free	
Wednesday	4	College access to database closes at 2:00 pm	2:00 pm
Thursday	5	Preliminary scaling run year 12 data including VET emailed	4:00 pm
Thursday	5	Board Meeting	8:30 am Mez HBC
Friday	6	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	6	Small Group Adviser's report due to Executive Officer, Certification & Assessment	5:00 pm
Friday	6	Database re-opens for limited editing	
Friday	6	Confirmation that VET data is correct due to Executive Officer, Certification & Assessment	12:00 pm
Monday	9	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)	
Tuesday	10	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

TERM FOUR (CONT)

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
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	
JANUARY		2020	
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>