

2021 Important Administrative Dates for Single Study Language Schools

<p>December 2020 / January 2021</p> <p>**VCE Units are usually pre-selected by the VCAA for Single Study Language Schools.</p>	<p>Select VCE Units to be Offered</p>	<p>**All Single Study Language Schools must check that the VCE Units 1, 2, 3 and 4 they intend to offer for 2021 are selected in VASS using School Admin > VCE > Select Units to be Offered.</p> <p>This is critical, as the students Home schools will be unable to enroll their students into these VCE Units and select your school as the Assessing School if you have not selected them.</p>
<p>By Monday 22 February</p>	<p>Initial Enrolment Set Up In VASS</p>	<ul style="list-style-type: none"> • Check School Contact details using School Admin > Modify School Details and update details if required. Advise VASS Operations of any changes to School email address. • Rollover teacher details from 2020 to 2021 using Teacher Admin > Rollover Teachers or create new teachers using Teacher Admin > Add Teacher • Set up classes for all VCE Units using School Program > VCE > Add Class or rollover classes from 2020 to 2021 School Program > VCE > Rollover Classes • Check students' VCE unit enrolments loaded onto your VASS data base by home schools in class code [blank] using Student Programs > Student Programs Enquiry Reports > Students Not Allocated to Classes. • Allocate students to classes using Student Programs > VCE > Change Student Class Code • Produce Class Lists using Student Programs > VCE Reports > Class Lists and check for any missing students particularly Unit 3 and 4. If students are missing you must contact the students Home School immediately • Check status of Second Language applications for Chinese, Chinese Advanced, Chinese Language, Culture and Society, Japanese, Korean, Vietnamese and Japanese Units 3 and 4 using the menu Student Programs > VCE Reports > Second Language Applications
<p>By Monday 3 May</p>	<p>Last day for Unit 3/4 Enrolments</p> <p>V</p>	<ul style="list-style-type: none"> • Check that all your students studying VCE Units 3 and 4 are on your VASS database • After this date, VASS will not allow schools to enroll or withdraw enrolments for VCE Units 3 and 4 sequences • Enter partnership details for schools with 5 or less student enrolments in unit 3 and 4 Partnerships must be entered on VASS for VCE Unit 3 and VCE Units 3/4 coursework using School Programs > VCE > Partnerships

Wednesday 9 June		General Achievement Test: GAT
Before Monday 19 July	Last day for Unit 4 Withdrawals V	<ul style="list-style-type: none"> Check that all your VCE unit 1, 2, 3 and 4 are on your VASS database Inform Home Schools of any students who are not continuing with Unit 4 studies so that they can withdraw the student. After this date, VASS will not allow schools to withdraw student enrolments from VCE Unit 4. Recommend that schools enter Unit results (S, N or J) for VCE Unit 1 and Unit 3 studies using Results Admin > VCE Results Entry > Modify Unit Results
Monday 2 August		Release of Languages Oral Examination and Oral Presentation Examination Advice slips.
Monday 13 August	Last day for unit 4 partnership details V	Partnership details must be entered on VASS for VCE Unit 4 Coursework entered using School Programs > VCE > Partnerships
By Monday 6 September	Last day for Unit 3 SAC results entry V	<ul style="list-style-type: none"> SAC Scores for VCE Unit 3 School-based assessment entry on VASS using Results Admin > VCE Results Entry > Modify School Scores and select 'Cycle 1' After this date, VASS will not allow schools to enter VCE unit 3 SAC results.
Week beginning Monday 6 September		Written examination centres available through VASS and may be produced using Student Programs > VCE Reports > Student Assessment Timetable (Include non-home school students YES)
Monday 4 October to Sunday 31 October		Language examinations: Oral component.
Friday 15 October		Final day to lodge applications for all 2021 enrolments for Second Languages with VCAA
Monday 18 October	Last Day for Indicative Grades V	<ul style="list-style-type: none"> Indicative Grades for the November written examinations are due. Please note that a combined Indicative Grade for GA3 the Language Examinations (Written and Oral) is required. Only one indicative grade is required for the Languages as there is only one examination assessment result.
Tuesday 19 October		Languages (CCAFL) written examinations
Wednesday 27 October / Wednesday 17 November		Written examinations held.
Wednesday 3 November	Last day for Unit 4 SAC results entry V	<ul style="list-style-type: none"> Scores for VCE Unit 4 School-assessed Coursework required in VASS using Results Admin > VCE Results Entry > Modify School Scores and select 'Cycle 2'. After this date, VASS will not allow schools to enter unit 4 SAC results.

By Monday 8 November	Last day to finalise all Unit 1, 2, 3/4 enrolments/withdrawal V Last day for all Unit results V	<ul style="list-style-type: none"> • Check that all VCE Unit 1 and 2 enrolments for the current year are entered in VASS. After this date VASS will not allow schools to enroll or withdraw students in VCE Units 1 and 2 (Unit 3/4 cut-off date was in April) • Final unit results (S, N or J) due at the VCAA. After this date VASS will not allow schools to enter VCE Unit results for all units.
Friday 12 November	Last day to update all students details and consents V	<ul style="list-style-type: none"> • Final date to manually amend student addresses and consents. • After this date no changes to addresses or other student personal details for 2021 can be accepted.
Monday 13 December		Final Results available to schools and students.

***V** a V stands for a critical date in VASS. After this date, VASS will not allow you to access that menu option eg: enter results. These dates are also available on the VASS Home Page. A more detailed list can be found by clicking on the *Help* link on the VASS home page.