Last day for amendments to VCE, VM, VPC, VCAL and VET student personal details and consents

Student addresses and personal details

The last day to amend student details and consents is Monday 13 November 2023.

All amendments to student addresses, email addresses, consents and personal details, and Year 10 students without programs must be made by this date.

This is very important for Year 12 students or any student undertaking any VCE, including Vocational Major or scored VCE VET Unit 3 and 4 sequences or Senior VCAL units, as final results will be emailed and posted to the address recorded on VASS as at Monday 13 November 2023.

After this date, the VCAA will not accept amendments to addresses, emails, consents and student personal details, including consent for the release of information. If a student’s address changes after this date, the student will need to be advised to arrange for their mail to be redirected to their new address.

A list of student names and addresses can be produced using the VASS menu ‘Student Admin > Other Student Reports > Personal Details Summary’ and selecting ‘Yes’ for ‘Include Address’. To check email addresses, go to ‘Student Admin > Export Student Details’ and follow the instructions in the Help document for that screen.

Please note: the last day to change student details using the ‘Amend Student’ import function is 13 November. After this date the Import function is deactivated, and student details can only be updated manually.

Student consents

The report ‘Student Admin > Student Consents > Results Not to be Released’ displays a list of students who have one or more of their consent flags set to ‘No’. It is important to check this report.

Students who have the ‘Consent for Media Release’ flag set to ‘No’ will not have their names published in the media if they obtain a study score of 40 or more.

Students who have the ‘Consent for Awards Processing’ flag set to ‘No’ and they obtain a study score of 46 are eligible to be considered for a VCE Premier’s Award. However, their details cannot be extracted for inclusion in the Department of Education’s data.

Student Personal Details forms display the student’s choice from the previous year in the ‘Office use’ line for Section G. Students are required to complete these forms each year and indicate their consent to Section G by signing those sections. If students do not indicate their consent by signing a section, any current information on VASS must be checked and, where appropriate, changed.

Student consents can be changed in bulk: ‘Student Admin > Student Consents > Change Student Consents’.

Student email addresses

A report can be exported for checking the student email addresses from the VASS menu Student Admin > Export Student Details.