Last day to complete all enrolments or withdrawals, enter results and VCE VET task scores

Schools are reminded that all enrolment and results data is due **Monday 18 November 2024**.

This is the final date for entering the following Enrolment and Results data on VASS:

* VCE including VCE VM unit results
* VPC unit results
* VET units of competency
* VCE VET coursework task scores

Enrolment in:

* VCE including VM Units 1 and 2
* VPC certificate and units
* VET units of competency (UoCs).

VCE including VCE VM, VPC, or VET UoC enrolments or withdrawals.

VCE Enrolments

Produce class lists using the menu: STUDENT PROGRAM > VCE Reports > Class Lists and distribute to teachers for checking.

Produce Student Full Details Reports using the menu: STUDENT ADMIN > Student Full Details Report. These should be checked and signed by the students.

Run the ‘Students Without Programs’ report for Year 10 and 11 students using the menu: STUDENT PROGRAM > Student Program Enquiries Reports > Students Without Programs. With the exception of Year 10 students with the course type ‘PDO’ (Personal Details Only), this report identifies those students who do not have a current academic program of study.

* Year 10 students not undertaking a VCE, VET or VPC program this year should have a Course Code ‘PDO’. If this is not the case, the Course Code ‘VCE’ should be changed to ‘PDO’ (Personal Details Only) using the menu STUDENT ADMIN > Change Student Course Code.
* This is important as VASS will allow Year 10 students with the Course Code ‘PDO’ to be rolled over to VCE Year 11 in 2025. They will not be rolled over if their Course Code is ‘VCE’ and they do not have an academic program of study this year.

VET Certificate Enrolments

Check student VET Certificate enrolments using the menu: STUDENT PROGRAM > VET Reports > Certificate Enrolment Lists. This identifies students enrolled in VE1, VE2 and VE3 type certificates. Check the far-right column headed ‘UOC Count’. If the count is zero, the enrolment is incomplete; the student has been enrolled in the Certificate only and not in any UoCs.

VPC Certificate Enrolments

Check student VPC enrolments using the menu: STUDENT PROGRAM > VPC Reports > Class Lists.

Student Full Details Reports specifically for VPC students can be produced using the menu: STUDENT ADMIN > Student Full Details Report. Select ‘VPC Students only’,

Student Eligibility Reports

VCE Eligibility

Run an Eligibility Report for **Year 12 students** using the menu: STUDENT PROGRAM > VCE Reports > VCE Student Eligibility. This is to check that all students expecting to complete their VCE certificate at the end of this year can do so with their current enrolment.

VCE (Baccalaureate) Eligibility

Run the VCE (Baccalaureate) Eligibility report using the menu: STUDENT PROGRAM > VCE Reports > VCE (Baccalaureate) Eligibility.

To be eligible to receive the VCE (Baccalaureate) the student must satisfactorily complete the VCE and receive a study score for each prescribed study components.

The VCE program of study must include:

* a Units 3‒4 sequence in English or Literature or English Language with a study score of 30 or above; or a Units 3 / 4 sequence in EAL with a study score of 33 or above
* a Units 3‒4 sequence in either Mathematics Methods (CAS) or Specialist Mathematics
* a Units 3‒4 sequence in a VCE Language and at least two other Units 3‒4 sequences.

VPC Eligibility

Run the VPC Student Eligibility report using the menu: STUDENT PROGRAM > VPC Reports > VPC Student Eligibility to check that all VPC students expecting to complete their VPC Certificate this year can do so with their current enrolment.

Transferring Students

When a student has transferred to your school from another school during the second semester, your school becomes the new Home School and, in most cases, also the Assessing School for second semester studies. Therefore, the new Home School must ensure the student’s VCE including VM, VPC and VET enrolments for the year are correct.

The new Home School must amend the Assessing School Code against each of the student’s enrolments and enter the new class code.

The transfer process deletes the class code but leaves the original assessing school code. Students should not be withdrawn from any semester 2 enrolments by the transferring school unless requested to do so by the new Home School.

Advice for Home and Assessing Schools (including Single Study Language and VSL schools)

VCE enrolments are not finalised until students have been allocated to a class by both their Home and Assessing School. Therefore, all schools, including Single Study Language and VSL schools, responsible for assessing VCE units must run the ‘Students Not Allocated to Classes’ report using the menu: STUDENT PROGRAM > Student Program Enquiries Report > Students Not Allocated to Classes.

It is essential that the report that displays ‘Home School’ or ‘Assessing School (Your School) Must Enter Class Code – VCE’ is checked and students being assessed by (Your School) are assigned to classes. Students are only displayed on the Results Entry screens and Reports if they are assigned to a Class.

The menus: STUDENT PROGRAM > VCE > Enrolment or STUDENT PROGRAM > VCE > Change Student Class Code can be used to allocate students to a class for each unit they are enrolled in.

VCE including VCE VM, VPC or VET UoC, unit results and all VCE VET task score entry.

Modify Key Dates

VASS administrators can enter a date before the VCAA cut-off key date for school-based user groups. This allows the VASS administrator to set an internal date for data entry of school results by teachers etc. before the VCAA date.

Locking the selected user group out of VASS data entry screens will ensure that the data is not being changed during the auditing of results and any changes can be made by the VASS administrator if required before the VCAA deadline.

SYSTEM ADMIN > Modify Key Dates

* Select the Key Date to be modified and click on [View Date]
* Enter a date prior to the VCAA Key Date for the group to be restricted and click on [Save.]

Once the date has been changed for a group e.g., Teacher Unrestricted, all teachers in the TE group who login to enter data will see the modified date on the front page of VASS.

The VASS administrator will see an asterisk against the VCAA Key Date, which will alert the administrator that there has been an alternative date entered for at least one school-based group.

Check for Missing School Scores

After scores have been entered, it is essential that schools identify any students who have missing results by running the report:

RESULTS ADMIN > VCE Reports > School Scores > by Class

* Select ‘SIAR 8 –Unit 4 SAT and SAC,
* Set Display Missing Results Only? to ‘Yes’.

If the message ‘No results matched the parameters you entered. Please try again’ appears, then there are no missing results.

Summary Sheets for Teachers

As part of the internal school audit process, it is essential that the School Scores by Class reports be produced once the scores have been entered and then returned to teachers for checking. The reports should be printed with the, for example, SIAR set to ‘SIAR 8 – Unit 4 School-based Assessment’ and the Display Missing Results Only? to ‘No’.

Quality Assurance

In addition to checking for missing school-based assessment scores, schools are encouraged to run the report: SCHOOL ADMIN > School Statistics > School Scores Summary.

This report allows VCE Coordinators and/or teachers to easily view summary level statistics on the range of initial school scores entered for VCE Unit 3-4 Coursework.

This report can be used in conjunction with the RESULTS ADMIN > VCE Reports > School Scores > by Class or by Student Report. This provides a detailed list of scores awarded at student level to provide schools with a comprehensive analysis of the school assessment task scores they have entered.

Teachers can also use the RESULTS ADMIN > VCE Reports > School Scores > by School (Ranked) report to check student rankings across individual studies and for studies with multiple classes.

Late Amendments to School Scores (Coursework)

The Score Amendment Sheet must be used to request a change for any score after the due. The Score Amendment Sheet may be produced using the menu: Results Admin > VCE Reports > School Scores > Score Amendment Sheet.

Queries on this matter should be referred to the Student Records and Results Unit.

Schools are advised that requests for score changes after results have been released are subject to strict audit procedures and schools may be required to submit the work for audit or review.

VCE Units

VCE Unit Results Input Sheets

Unit Results Input Sheets should be produced for distribution to the appropriate teachers using the menu: RESULTS ADMIN > VCE Reports > Unit Results – By Class

Entry of VCE Unit Results

Unit results (i.e., ‘S’, ‘N’ or ‘J’) for all VCE Unit 1, 2, 3 and 4 studies should be entered on VASS using the menu: Results Admin > VCE Results Entry. Select the required Unit and click on the [Modify Unit Results] button.

If a student is to be awarded an overall ‘S’ or ‘J’ result for the unit, it is not necessary to enter individual Outcome (OC) results. However, if a student is to be awarded an ‘N’ result for the unit, then all Outcome results must be entered for that student. At least one of these Outcome results must be an ‘N’. The overall unit result will automatically default to ‘N’ once the cursor has been moved to the next student.

The [Set Blank Unit Results to ‘S’] button can be used to set all Unit results to ‘S’. Any students with non - ‘S’ results can then have their result modified as appropriate. Once all unit results for the class have been entered, click on the [Save] button.

The entry of a ‘J’ result for the unit should be used where the student never attended the class, has not submitted work for assessment and it is past the cut-of date for Unit 3 or 4 withdrawals.

Check for Missing VCE Unit Results and Audit Procedures

After Unit results have been entered, it is recommended that schools identify any students who have missing results by running the report: Results Admin > VCE Reports > Unit Results – by Class, with ‘Display Missing Results Only?’ set to ‘Yes’.

VPC Unit Results

The student’s home school is responsible for entering VPC units result, including those undertaken by other providers.

VPC Unit Result Input Sheets

VPC Unit Result Input sheets should be produced for distributing to the appropriate teachers using the menu: RESULTS ADMIN > VPC Reports > Unit Results > By Class. This report will display the Minimum number of LOs (Learning Outcomes) required to receive an S for the Unit and the number of Learning Outcomes for the Unit.

The VPC Unit Result Input sheets may also be produced for an individual student or by Year Level using the menu: RESULTS ADMIN > VPC Reports > Unit Results > By Student. This report displays a student’s current year VPC Units and any past years’ VPC Unit results.

Entry of VPC Unit Results

Unit Results (i.e. ‘S’ or ‘N’) for all VPC units should be entered on VASS using the menu: RESULTS ADMIN > VPC Results Entry > Unit.

Enter an ‘S’ in the Unit Results box if the student has Satisfactorily Completed the VPC Unit.

If a student has ‘Not completed the Unit’, then enter an ‘S’ for the Learning Outcomes (LOs) that have been completed and ‘N’ for the Learning Outcomes (LOs) which have not been completed.

The [Set Blank Unit Results to ‘S’] button can be used to set all Unit results to ‘S’. Any students with non ‘S’ results can then have their result modified as appropriate. Once all unit results for the class have been entered, click on the [Save] button.

VPC Unit Result Input Sheets (Missing results report)

After the VPC Unit results have been entered, it is recommended that schools identify any students who have missing results by running the report: RESULTS ADMIN > VPC Reports > Unit Results – By Class, with ‘Display Missing Results Only?’ set to ‘Yes’.

VE1, VE2 & VE3 Certificate Unit of Competence (UoC) Results

A student’s home school is responsible for entering all unit of competency (UoC) results on VASS. Where an external Registered Training Organisation (RTO) is assessing the UoCs, the home school must obtain and enter ‘S’ (Satisfied) or ‘N’ (Not Yet Completed) results.

UoC Result Input Sheets

UoC Result Input sheets should be produced for distribution to the appropriate teachers or RTOs using either menu: RESULTS ADMIN > VET Reports > Results/Input Sheets - By Class, or By Student.

Entry of UoC Results

VE1, VE2 & VE3 Certificate UoC results should be entered on VASS using either menu: RESULTS ADMIN > VET Results Entry > By Class > Unit of Competence, or RESULTS ADMIN > VET Results Entry > By Student.

The [Set Blank UoC Results to ‘S’] button can be used to set all UoC results to ‘S’. Any individual UoC result that should not be ‘S’ results can be individually modified as appropriate. Once all UoC results for the class have been entered, click on the [Save] button.

If entering results for UoCs from a scored VCE VET program, the following message may appear: ‘Messages returned from calculating component and GA scores: Incorrect number of optional task modules have been assessed.’ This message simply means that task scores have not yet been entered.

Check for Missing UoC Results and Audit Procedures

After the UoC results have been entered, it is recommended that schools identify any students who have missing UoC results by running the report: Results Admin > VET Reports > Results/Input Sheets ‒ By Class, or By Student with ‘Display Missing Results Only?’ set to ‘Yes’.

Task Scores for VCE VET Scored Sequences

VET Task Scores Input Sheets

VET Task Scores Input Sheets should be produced for distributing to the appropriate teachers or RTO’s using the menu: Results Admin > VET Reports > Task Scores.

Students completing a scored Unit 3‒4 sequence as part of their VCE VET program in 2023 can only have their task scores, other than NA, entered if they have a VALID Assessment Plan status. The Certificate Enrolment list STUDENT PROGRAM > VET Reports > Certificate Enrolment Lists should be printed and compared to the VET Task Scores Input Sheets.

Entry of VET Task Scores

VET Task Scores cannot be entered until S results for all relevant UoCs have been entered.

VET Task Scores should be entered using the menu: Results Admin > VET Results Entry > By Class ‒ Task Scores or Results Admin > VET Results Entry > By Student.

Note: numeric scores (range 5 to 25) or NA (Not Assessed) are the only valid VET Task Scores. A zero score cannot be entered, and a score must not be left blank.

Students with a status of ‘No Plan’ and ‘Valid Plan’ are included on both the Task Scores entry screen and the associated report ‒ VET Task Results Report.

The VET Task Scores entry screen only allows the result of ‘NA’ to be entered for students with a status of ‘No Plan’.

Students with a status of ‘Invalid Plan’ will need to have their Assessment Plan modified. If you need to enter or modify any Assessment Plan details, you must contact the Student Records and Results Unit.

The [Confirm all students with No Plan are not undertaking Scored Assessment] button can be used to enter the result of ‘NA’ (Not Assessed) for all students not undertaking scored assessment, that do not have an Assessment Plan entered i.e., their plan status is ‘No Plan’. Students who have a Valid plan entered but do not undertake scored assessment must have NA entered against each Assessment Task.

Check for Missing Task Scores and Audit Procedures

After the Task scores have been entered, it is recommended that schools identify any students who have missing results by running the report: Results Admin > VET Reports > Task Scores, with ‘Display Missing Results Only?’ set to ‘Yes’.

* Any queries regarding Enrolments and Results should be directed to the Student Records and Results Unit on 9084 8758, 9059 5257 or e-mail: [student.records@education.vic.gov.au](mailto:student.records@education.vic.gov.au).

For VASS queries, please email VCAA VASS Support [VASS Operations](mailto:vass.support@education.vic.gov.au) or call 1800 623 681.

For VET programs enquiries, please email the [VET Unit](mailto:vet.vcaa@education.vic.gov.au) or call 9059 5195.