Last day to enter Indicative Assessment Grades for all 2024 VCE performance examinations.

Schools are reminded that Indicative Grades for all VCE performance examinations are due Monday 9 September 2024.

After this date performance Indicative Examination Grades cannot be accepted. The [**2024 Assessment Schedule**](https://www.vcaa.vic.edu.au/administration/Key-dates/Pages/AssessmentSchedule.aspx) has a list of VCE studies that require entry of Indicative Grades for performance examinations.

1. Result Input/Summary Sheets for Indicative External Assessment Grades

The RESULTS ADMIN > Indicative External Assessment Grades > Indicative External Assessment Grades Report and select SIAR 8 October/November Examinations – Performance can be used as:

* an Input sheet to give to teachers prior to the entry of the Indicative Examination Grades
* a Summary sheet after the Indicative External Assessment Grades have been entered on VASS for teachers to check
* a ‘Missing Results’ report.

2. Indicative External Assessment Grades Report – by School (Ranked)

The RESULTS ADMIN > Indicative External Assessment Grades > By School (Ranked) and select SIAR 8 October/November Examinations – Performance can be used:

* to check the results have been entered correctly and to review the rank order of Indicative Grade rankings for all studies; this is of major importance.

3. Entry of School Indicative External Assessment Grades

* The School Indicative External Assessment Grades are entered using the menu: RESULTS ADMIN > Indicative External Assessment Grades > Indicative External Assessment Grades. Select Unit 4. A letter grade ranging from A+ to E, UG or NA must be entered in relevant GA column. Performance GA’s can be found in the [VCE Administrative Handbook](https://www.vcaa.vic.edu.au/Documents/handbook/2024/VCEAdministrativeHandbook2024.docx) – under the heading VCE and VET assessment summary.
* To ensure that all the required Indicative External Assessment Grades have been entered, the Indicative Grades Report should be run with the Display Missing Results Only? parameter changed to [YES]. If there are no missing Indicative Examination Grades, the message No results matched the parameters you entered. Please try again will be displayed.
* It is essential, as part of the schools’ audit process, that the RESULTS ADMIN > Indicative External Assessment Grades > Indicative External Assessment Grades Report is produced for teachers to check after entry of the Indicative External Assessment Grades for Monday 9 September 2024

Any queries regarding Indicative External Assessment Grades should be directed to the Student Records and Results Unit on 9059 5257, 9084 8758 or email: [student.records@education.vic.gov.au](mailto:student.records@education.vic.gov.au).

Any queries related to VASS should be directed to the VASS Operations on 1800 623 681 or email: [vass.support@education.vic.gov.au](mailto:vass.support@education.vic.gov.au)