

# VCE Single Study Languages

Quick Guide for VASS Administrators

2023

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## Introduction

This Quick Guide has been designed to assist VASS Administrators from Single Study VCE Language schools with the functions used to manage school and student data on VASS including:

- School details and contacts maintenance.
- Teacher details setup and maintenance.
- Setting up a VCE program.
- Enrolling a student into a VCE program.
- Entering results for a VCE program.
- Producing specific VCE reports.

VCE data needs to be entered in accordance with the [Important Administrative Dates](#) as published on the VCAA website. If data cannot be entered by a due date, contact the [Student Records and Results Unit](#) using the *VASS Critical Dates – Extension of Time* form from the Downloads section of VASS (VASS > SYSTEM ADMIN > Downloads). The Student Records and Results Unit can and does apply penalties for lateness, dependant on circumstances.

Key Administrative dates are also displayed on the VASS home page. Schools are reminded of these dates by Notices to Schools sent via email.

Users should use the **[Help]** screens for further information on menu functions.

The VASS Downloads function allows VASS Administrators to download important documents provided by VCAA business units e.g. Second Language applications, other examination documents and some results files.

All VCE administrative forms are now available in the Downloads section of VASS.

The student's **Home** School must first enter the student's personal details on VASS, and a VCAA Student Number obtained before a student can be enrolled in a VCE program.

The student's VCAA Student Number must be used by the **Assessing** school to enroll or withdraw from studies and to view the student's Student Full Details Report and results.

VASS Administrators are also advised to download a copy of the document *Data Entry – All Studies* for the current year at the beginning of the year using the menu **SYSTEM ADMIN > Downloads**.

VASS Administrators are advised to become familiar with the various report functions on VASS as they are valuable tools in maintaining the integrity of the VASS database.

Certain actions on VASS will automatically generate an email message:

- School to school (student transfer or student enrolment and/or withdrawal from units assessed elsewhere).
- School to VCAA (withdrawal from certain studies such as performance studies)

Notices to Schools are sent from the VCAA to schools on a regular basis (usually Wednesday) throughout the year. VASS Administrators must ensure that they receive a copy of all these notices. For further details see the section in this Quick Guide titled: **SCHOOL ADMIN > Modifying School Details**.

Any queries regarding VASS should be directed to VASS Operations on 1800 623 681. Email enquiries to [vass.support@education.vic.gov.au](mailto:vass.support@education.vic.gov.au)

Any queries regarding VCE programs or VCE eligibility should be directed to the Student Records and Results Unit on 9059 5251, 9059 5257. Email enquiries to [student.records@education.vic.gov.au](mailto:student.records@education.vic.gov.au)

## Web Address

The web address (URL) for the VASS is: <https://www.vass.vic.edu.au>

The web address for the VCAA website is: [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

To obtain copies of Notices to Schools:

<https://www.vcaa.vic.edu.au/administration/schooladministration/notices/Pages/index.aspx>

## Important Administrative Dates for Single Study Language Schools

<p><b>December 2022 / January 2023</b></p> <p><b>**VCE Units are usually pre-selected by the VCAA for Single Study Language Schools.</b></p>	<p><b>Select VCE Units to be Offered</b></p>	<p><b>**All Single Study Language Schools must check that the VCE Units 1, 2, 3 and 4 they intend to offer for current year are selected in VASS using <b>School Admin &gt; VCE &gt; Select Units to be Offered.</b></b></p> <p>This is critical, as the students Home schools will be <b>unable</b> to enroll their students into these VCE Units and select your school as the Assessing School if you have not selected them.</p>
<p><b>By Monday 27 February</b></p>	<p><b>Initial Enrolment Set Up In VASS</b></p>	<ul style="list-style-type: none"> <li>• Check School Contact details using <b>School Admin &gt; Modify School Details</b> and update details if required. Advise VASS Operations of any changes to School email address.</li> <li>• Rollover teacher details from previous to current year using <b>Teacher Admin &gt; Rollover Teachers</b> or create new teachers using <b>Teacher Admin &gt; Add Teacher</b></li> <li>• Set up classes for all VCE Units using <b>School Program &gt; VCE &gt; Add Class</b> or rollover classes from previous to current year <b>School Program &gt; VCE &gt; Rollover Classes</b></li> <li>• Check students' VCE unit enrolments loaded onto your VASS data base by home schools in class code [blank] using <b>Student Programs &gt; Student Programs Enquiry Reports &gt; Students Not Allocated to Classes.</b></li> <li>• Allocate students to classes using <b>Student Programs &gt; VCE &gt; Change Student Class Code</b></li> <li>• Produce Class Lists using <b>Student Programs &gt; VCE Reports &gt; Class Lists</b> and check for any missing students particularly Unit 3 and 4. If students are missing you <b>must</b> contact the students Home School immediately</li> <li>• 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 <b>Student Programs &gt; VCE Reports &gt; Second Language Applications</b></li> </ul>
<p><b>By Tuesday 2 May</b></p>	<p><b>Last day for Unit 3/4 Enrolments</b></p> <p><b>V</b></p>	<ul style="list-style-type: none"> <li>• Check that all your students studying VCE Units 3 and 4 are on your VASS database</li> <li>• After this date, VASS will not allow schools to enroll or withdraw enrolments for VCE Units 3 and 4 sequences</li> <li>• 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 <b>School Programs &gt; VCE &gt; Partnerships</b></li> </ul>

Thursday 15 June		General Achievement Test: GAT
Before Monday 17 July	<b>Last day for Unit 4 Withdrawals</b> V	<ul style="list-style-type: none"> <li>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.</li> <li>After this date, VASS will not allow schools to withdraw student enrolments from VCE Unit 4.</li> <li>Recommend that schools enter Unit results (S, N or J) for VCE Unit 1 and Unit 3 studies using <b>Results Admin &gt; VCE Results Entry &gt; Modify Unit Results</b></li> </ul>
Monday 31 July		Release of Languages Oral Examination and Oral Presentation Examination Advice slips.
Friday 18 August	<b>Last day for unit 4 partnership details</b> V	Partnership details must be entered on VASS for VCE Unit 4 Coursework entered using <b>School Programs &gt; VCE &gt; Partnerships</b>
Monday 4 September	<b>Last day for Unit 3 SAC results entry</b> V	<ul style="list-style-type: none"> <li>SAC Scores for VCE Unit 3 School-based assessment entry on VASS using <b>Results Admin &gt; VCE Results Entry &gt; Modify School Scores and select 'Cycle 1'</b></li> <li>After this date, VASS will not allow schools to enter VCE unit 3 SAC results.</li> </ul>
Week beginning Monday 4 September		Written examination centres available through VASS and may be produced using <b>Student Programs &gt; VCE Reports &gt; Student Assessment Timetable</b> (Include non-home school students <b>YES</b> )
Monday 2 October to Sunday 29 October		Language examinations: Oral component.
Friday 13 October		Final day to lodge applications for all 2024 enrolments for Second Languages with VCAA
Monday 16 October	<b>Last Day for Indicative Grades</b> V	<ul style="list-style-type: none"> <li>Indicative Grades for the November written examinations are due.</li> <li><b>Please note</b> that a <b>combined</b> Indicative Grade for GA3 the Language Examinations (<b>Written and Oral</b>) is required. Only <b>one</b> indicative grade is required for the Languages as there is only <b>one</b> examination assessment result.</li> </ul>
Wednesday 18 October		Languages (CCAFL) written examinations
Tuesday 24 October / Wednesday 15 November		Written examinations held.
Wednesday 1 November	<b>Last day for Unit 4 SAC results entry</b> V	<ul style="list-style-type: none"> <li>Scores for VCE Unit 4 School-assessed Coursework required in VASS using <b>Results Admin &gt; VCE Results Entry &gt; Modify School Scores</b> and select 'Cycle 2'.</li> <li>After this date, VASS will not allow schools to enter unit 4 SAC results.</li> </ul>

<b>Monday 13 November</b>	<b>Last day to finalise all Unit 1, 2, 3/4 enrolments/withdrawal</b> <b>V</b> <b>Last day for all Unit results</b> <b>V</b>	<ul style="list-style-type: none"> <li>• 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)</li> <li>• 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.</li> </ul>
<b>Monday 13 November</b>	<b>Last day to update all students details and consents</b> <b>V</b>	<ul style="list-style-type: none"> <li>• Final date to manually amend student addresses and consents.</li> <li>• After this date no changes to addresses or other student personal details for the current year can be accepted.</li> </ul>
<b>Monday 11 December</b>		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.



## Logging in

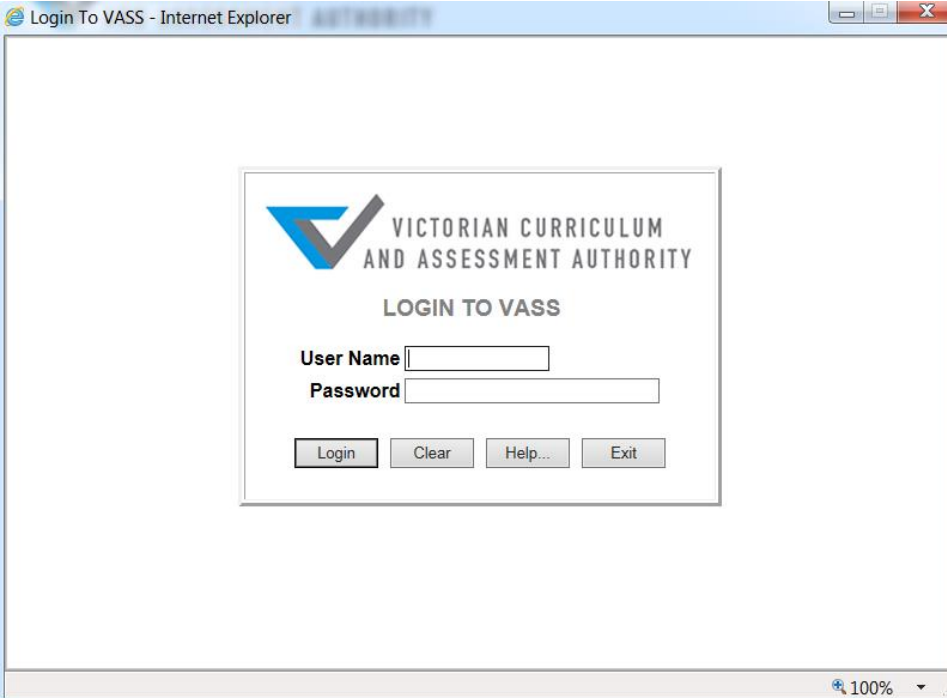
VASS has a three-layered security system. To access VASS, a user requires a Username, Password and a Passcode. The password must have a complex structure and contain at least one character from at least three of the four sets below.

- Lowercase characters (a-z);
- Upper case characters (A-Z); Please note that this will make passwords case-sensitive.
- Numeric characters (0-9);
- Special characters and punctuation (e.g. [!@#\\$\\$%^&](#)).

When logging in for the first time on a PC, VASS users must accept the MeadCo license and software.

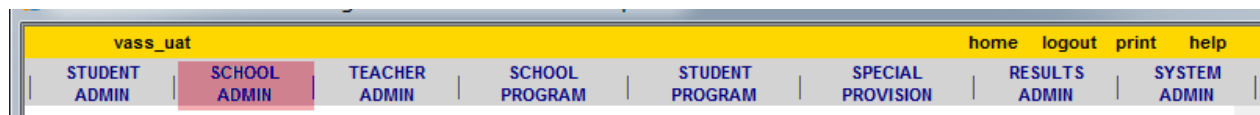
Users are logged out after 30 minutes of inactivity.

1. Open Internet Explorer and <https://www.vass.vic.edu.au> The 'Welcome to VASS' screen will be displayed Click on *VASS User Login*.
2. Enter the username and password and click **[Login]**
3. Click **[OK]** The 'Enter Year' screen will be displayed.
4. Enter your Pass Code and click **[Accept]** You have logged in successfully when the VASS Home Page appears.



The screenshot shows a web browser window titled "Login To VASS - Internet Explorer". The main content area displays the Victorian Curriculum and Assessment Authority logo, which consists of a stylized blue and grey 'V' shape. To the right of the logo, the text "VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY" is displayed in a sans-serif font. Below this, the text "LOGIN TO VASS" is centered. Underneath, there are two input fields: "User Name" and "Password". At the bottom of the form, there are four buttons: "Login", "Clear", "Help...", and "Exit". The browser's status bar at the bottom right shows "100%" zoom level.

Figure 1: VASS login screen



## School Admin

### Modifying School Details

School contact details should be checked and updated on VASS as soon as changes occur, e.g. address, telephone, Principal, VASS Administrator and VCE Co-coordinators.

This can be done using the menu **SCHOOL ADMIN > Modify School Details**.

Once any inaccuracies have been fixed, click **[Save]** and then **[Confirm Details]**; the date and time when school details were confirmed to the VCAA is displayed just above the Fax Number field.

Changes made to email addresses on VASS **do not automatically update the email Distribution Lists** (DL's) used to send VCAA Notice to Schools.

Changes to a *school email address* can only be done by the VCAA. The *school email address* should not be a personal email address as staff change roles within a school and the email address may no longer be valid. Please contact [VASS Operations](#) for further details. Requests for changes to the school email address will only be actioned after an email has been received from the Principal or delegate.

**Note:** It is part of the school's obligation for registration that the school be contactable throughout the year both by phone or email so it is imperative that these details are up to date.

### Viewing Other School Details

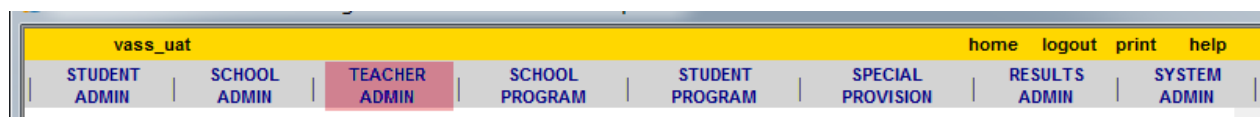
This function allows you to view and/or print contact details for other VCE providers. This is helpful when looking up the contact details of a student's Home School.

- Select **SCHOOL ADMIN > View School Details**. The View School Details - Browse Schools screen will be displayed. See Figure 2.
- Enter all or part of the name of the school and click **[Find]** Select the required school by clicking on the appropriate line to highlight it.
- Click **[View...]** to display the selected school's details **[print]** or click **[Close]**

School Code	School Name	Telephone
01216	ACADEMY OF MARY IMMACULATE	9412 7100
13459	ADASS ISRAEL SCHOOL	9523 6422
11990	ADULT MULTICULTURAL EDUCATION SERVICES (AMES)	9926 4693
01949	AITKEN COLLEGE	9333 1866
01895	AL KAMAL ARABIC SCHOOL	0434 540 404
14952	AL SIRAAAT COLLEGE	9408 1999
01912	AL-TAQIYA COLLEGE	9269 5000
01621	ALBERT PARK COLLEGE	8695 5000
14433	ALBURY WODONGA COMMUNITY COLLEGE - WODONGA	02 6043 8200
01411	ALEXANDRA SECONDARY COLLEGE	5770 2000
11961	ALIA COLLEGE	9622 9622
15391	ALICE MILLER SCHOOL	5427 0384
14924	ALKIRA SECONDARY COLLEGE	5991 3500
01852	ALPHINGTON GRAMMAR SCHOOL	9497 4777

**Figure 2:** View School Details – Browse Schools screen.

## Teacher Admin



## Teacher Rollover

On VASS there is a record for each year that a teacher has taught VCE. In preparation for a new school year it is therefore only necessary to add *new* teachers, as existing teachers' details can be rolled over from one year to the next.

Teachers who have left the school can be excluded from the rollover by removing the tick from the 'Required to be Registered?' box.

- Select **TEACHER ADMIN > Teacher Rollover** and click **[Rollover Teachers]**
- Remove the tick from the *Required to be Registered?* column for any teacher who **will not be** at your school for the next year and click **[Rollover]**
- The message *Do you want to rollover all teachers.....?* will be displayed.
- Click **[Yes]**. The *Teacher Rollover Complete* report will be displayed. Click **[print]** at the top right of the screen if required then **[Close]**

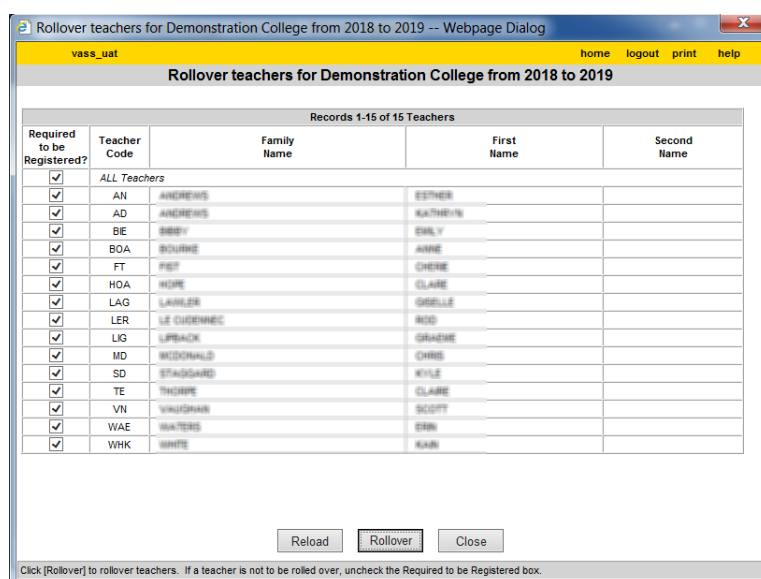


Figure 3: Rollover Teachers screen

## Adding a New Teacher

New teachers may be added to VASS at any time during the year.

- Select **TEACHER ADMIN > Add Teacher**.
- Enter the *Teacher Code* (up to 5 characters in length) and other details for name etc
- Click **[Save]** The message *Do you want to.....?* will be displayed. See Figure 4.
- Click **[Yes]** **[OK]** and **[Close]**

\*\*The User ID field can only be populated if the 'teacher' has already been set up as a VASS User. It is the link that ties a VASS user in the 'Teacher Restricted' group to classes so they see only their own classes when logging into VASS.

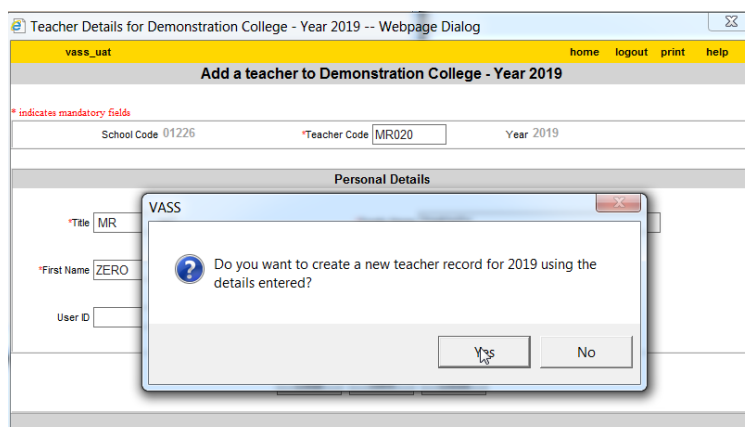
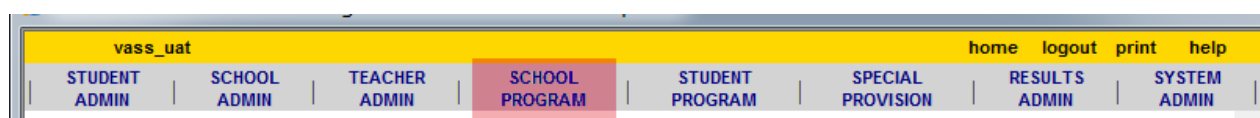


Figure 4: Add a teacher screen

## VCE School Program



Setting up a VCE program involves:

- Selecting VCE Units **assessed** by your school and
- Setting up classes for VCE Units being **offered** and **assessed** by your school.

VCE classes can be rolled over from year to year if the unit has already been selected and the teacher rollover function has already been completed. **School Program > VCE > Rollover Classes**

New VCE classes can be set up using one of two menus. The **Add Class** menu is best used where only one class is required for a unit. The **Add/Modify Classes** menu may be used where a school has multiple classes for the same unit.

When a unit 3 class is set up the corresponding unit 4 class is **automatically created**. The corresponding class for Unit 1 or 2 can be set up the same way if the check box is ticked beside the *Also Create <Unit >?* option.

## Selecting VCE Units Offered by your School

Only units being assessed by **your** school should be selected.

VASS will prevent you or other schools enrolling a student in a unit being assessed by your school if it has **not** been selected as being offered by your school. Therefore, it is essential that assessing schools login to VASS and check that the VCE units automatically selected by default are the correct VCE units they are offering **as soon as possible** for the New Year.

It is not possible to rollover VCE units from one year to the next.

\*\* The approved VCE Language units are loaded by default to your school program by the VCAA each year. If you have any questions, contact [vass.support@education.vic.gov.au](mailto:vass.support@education.vic.gov.au)

- Select **SCHOOL PROGRAM > VCE > Select Units to be Offered**. The *Select Units to be Offered* screen will be displayed listing the units the school currently offers.
- Normally, at the beginning of each year when no units have been selected, the following message will be displayed: *No VCE units have been selected*.
- Click **[Add Units...]** The *Add VCE Units* screen will be displayed.
- Select all the units required and click **[Add]**. The message *Do you want to add.....?* will be displayed.
- Click **[Yes] [OK]** and **[Close]**

Unit Code	Unit Title	Assessed Last Year?	Selected
AH011	AGRICULTURAL & HORTICULTURAL STUDIES 1	No	<input type="checkbox"/>
AH022	AGRICULTURAL & HORTICULTURAL STUDIES 2	No	<input type="checkbox"/>
AH033	AGRICULTURAL & HORTICULTURAL STUDIES 3	No	<input type="checkbox"/>
AH034	AGRICULTURAL & HORTICULTURAL STUDIES 4	No	<input type="checkbox"/>
AL033	ALGORITHIMICS (HESS) 3	No	<input type="checkbox"/>
AL034	ALGORITHIMICS (HESS) 4	No	<input type="checkbox"/>
EN111	BRIDGING EAL 1	Yes	<input type="checkbox"/>
EN112	BRIDGING EAL 2	Yes	<input type="checkbox"/>
HI181	HISTORY: GLOBAL EMPIRES(1400 - 1775) 1	No	<input type="checkbox"/>
HI182	HISTORY: GLOBAL EMPIRES(1400 - 1775) 2	No	<input type="checkbox"/>
HI202	HISTORY: ANCIENT HISTORY(EARLY CHINA) 2	No	<input type="checkbox"/>
IT023	COMPUTING: INFORMATICS 3	No	<input type="checkbox"/>
IT024	COMPUTING: INFORMATICS 4	No	<input type="checkbox"/>
LO011	LANGUAGES: CLASSICAL GREEK 1	No	<input type="checkbox"/>
LO012	LANGUAGES: CLASSICAL GREEK 2	No	<input type="checkbox"/>
LO013	LANGUAGES: CLASSICAL GREEK 3	No	<input type="checkbox"/>

Figure 5: Add VCE units screen

## Setting up Classes

Previous years classes can be rolled over if the units have been selected and the Teachers rolled over.

### School Program > VCE > Rollover Classes

Only use this rollover function if you intend to use **the same class codes again** in the next year.

Setting up single classes for the school program

- Select **SCHOOL PROGRAM > VCE > Add Class**.
- Enter the Unit Code in the *Unit Code* field.
- If you are not sure of the unit code, enter partial details (LO) and click on the binoculars next to the Unit Code field. A list of all units matching the data entered will be displayed.
- Highlight the required unit **[Select]**
- Enter the *Class Code*.
- Click on the binoculars next to *Teacher Code* and **[Select]** a teacher
- Click **[Save]** The message *Do you want to create.....?* will be displayed.
- Click **[Yes]** and **[OK]**

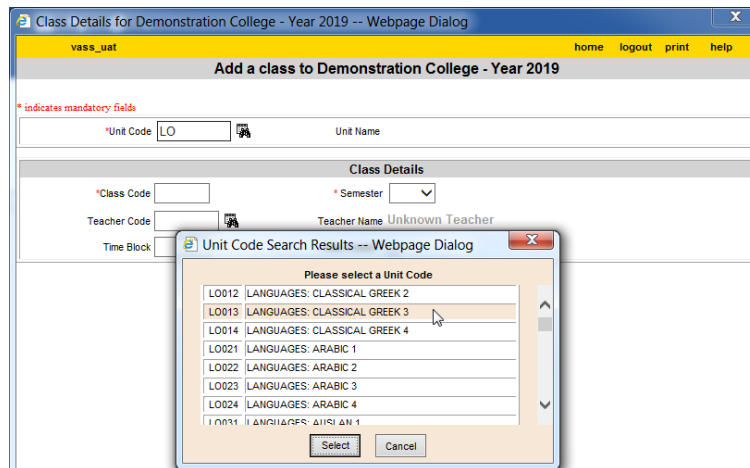


Figure 6: Add a class screen

## VCE School Program Reports

### School Program Summary

The School Program Summary is a list of the units, teachers, classes and number of students enrolled in each class taught at your school. The School Program Summary should be run for your VCE program.

The report can be viewed on the screen and printed if required or extracted as a text file.

- Select **SCHOOL PROGRAM > School Program Summary**.
- Click on the appropriate radio buttons on the parameters screen as needed.
- Click **[Run School Program Summary Report]**

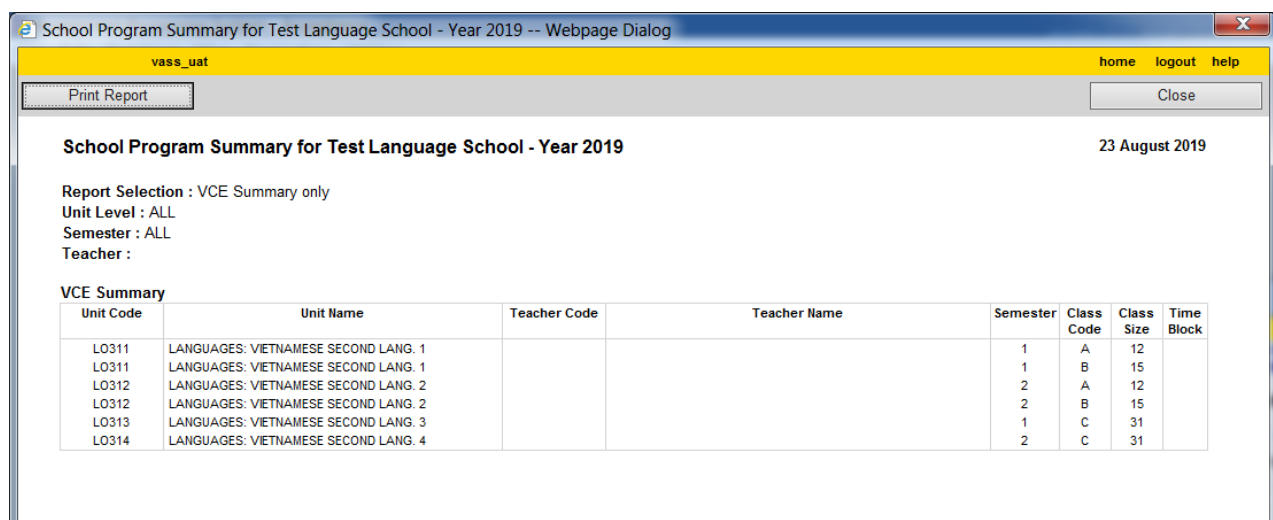


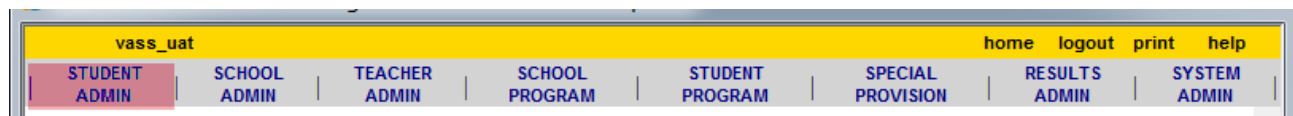
Figure 7: School Program Summary report.

## Programs Offered by Schools

The Programs Offered by Schools report is used to locate assessing schools with whom your school may be able to form a Partnership where your school has **less than 5** enrolments in a Unit 3 and 4 study.

- Select **SCHOOL PROGRAM > Programs Offered by Schools**.
- The Programs Offered by Schools Report Parameters screen will be displayed.
- Select the appropriate parameters by clicking on the radio buttons and drop down lists.
- Click **[Run Programs Offered by Schools Report]**.

## Student Admin



## Student Full Details Report

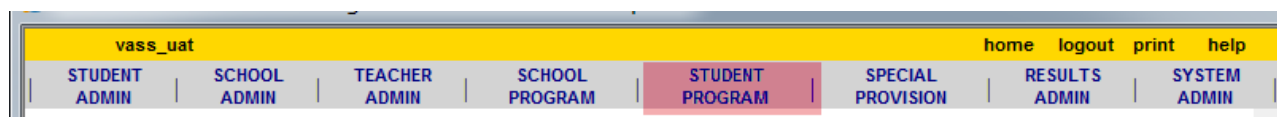
The Student Full Details Report is the key report for checking student personal details and enrolments.

Assessing Schools that are **not home schools** can produce a Student Full Details Report for checking unit enrolment and the students' personal details by using the VCAA student number only.

- Select **STUDENT ADMIN > Student Full Details Report**.
- Enter the student's Student Number or **[Find]** the **home** student by clicking on the binoculars
- Click **[Run Student Full Details Report]**.
- The Student Details report for the selected student will be displayed.
- Click **[Print this Student]** if required then **[Close]**

Figure 9: VCE Student Full Details Report

## VCE Student Program



### VCE Enrolment

VASS will **not** allow students to be enrolled into VCE units 3 and 4 after the Last date for Unit 3/4 Enrolment closing date or into Units 1 or 2 after the Last date to finalise all Unit Enrolments closing date as published in the *VCE and VCAL Administrative Handbook and Important Administrative Dates* for the current year

VASS will **not** allow students to be enrolled into VCE units 3 and 4 of Chinese, Chinese Advanced, Chinese Language, Culture and Society, Indonesian, Korean, Vietnamese and Japanese **Second Languages** unless approved by the VCAA.

Enrolments into a study assessed by another school are usually made by the student's Home School although the Assessing School can enroll a student into VCE Units **only** if the Student Number is known.

The **Assessing School** is responsible for the entry of results.

### VCE Enrolment by the Assessing School

- Select **STUDENT PROGRAM > VCE > Enrolment**.
- Enter all the student's **Student Number** in the Student Number field.
- Click **[Find]**
- The student's details will be displayed. If the student does not have any current enrolments in your school, the message "*No enrolments found for this student?*" will be displayed.
- Click **[Add...]** The Enrol in additional units' screen will be displayed

There are two methods for selecting a Unit Code and Class Code:

#### Method 1:

- In the Unit Code and Class Code box enter either partial or full details for the required Unit (e.g. L or the Unit Code and Class Code in full e.g. **LO091A** (French 1, class code A)
- Click **[Add]** The unit 1 & 2 will be added to Pending enrolments.

#### Method 2:

- Scroll down to and then double click on the required Unit Code and Class Code e.g. **LO091 (French 1) Class A**. The unit 1 & 2 will be added to Pending enrolments.
- Click **[Submit Pending Enrolments]** The message *You are about to enrol...?* Will be displayed.
- Click **[Yes]** The message *Enrolments saved successfully*. Will be displayed.
- Click **[OK]** and **[Close]**

### Students Not Allocated to Classes Report

**STUDENT PROGRAM > Student Program Enquiries Reports > Students Not Allocated to Classes** report lists any student who has not been assigned to a class by either their Home or Assessing school.

A student's enrolment is not complete until each unit the student is enrolled in has a class code entered by both the Home School and the Assessing School.



If the assessing school has not entered a class code, then they will be unable to enter results for that unit or print class lists.

There are two groups of students whose enrolments may not be complete due to a missing class code:

- Students who have been enrolled by their Home School to undertake a unit at an Assessing School where the Assessing School has not yet entered the class code.
- Students who have been enrolled by their Assessing School to undertake a unit at that school and the Home School has not yet entered the Home School class code.

Where the report sub-heading states that '**ASSESSING SCHOOL (YOUR SCHOOL) MUST ENTER CLASS CODE – VCE**', this must be actioned by the assessing school (you).

Student Class Codes may be changed using either one of the two following menus:

- **STUDENT PROGRAM > VCE > Enrolment** for individual students via the Student Number

OR

- **STUDENT PROGRAM > VCE > Change Student Class Code** for either individual students or classes of students.

#### To change an individual student Class Code

- For individual students select the menu **STUDENT PROGRAM > VCE > Enrolment**.
- Enter the student's Student Number and **[Find]**
- Highlight the required unit and click **[Modify]** A dialogue box will be displayed.
- Select the correct Class Code from the pull-down menu and click **[Save]**
- The message *Do you want to save...?* Will be displayed. Click **[Yes]**
- The message *Enrolment details...* will be displayed. Click **[OK]** and **[Close]**

#### To change multiple students' Class Codes

- Select **STUDENT PROGRAM > VCE > Change Student Class Code**.
- Enter details for the required unit and **[Find]** highlight the required unit and class (usually the line with blank class code, semester and Teacher code).
- If there are students who have not yet been allocated to classes in your school but have been enrolled in your school by their home school, they will appear in 'phantom' classes e.g. their class code, semester and Teacher code will be blank.
- To change an individual students class details, click **[Change Individual Student]** to change all the students in the class, click **[Change All Students]**
- Select the new class code from the drop-down box and click **[Save]**
- The message *Do you want to change all...?* Will be displayed.
- Click **[Yes]** **[OK]** and **[Close]**

Unit Code	Unit Name	Class Code	Semester	Teacher Code	Teacher Name	Time Block
LO223	LANGUAGES: GREEK 3					
LO223	LANGUAGES: GREEK 3	A1	1	AN	RITA ANDROPOULOS	
LO223	LANGUAGES: GREEK 3	OF	1		Unknown Teacher	
LO224	LANGUAGES: GREEK 4					
LO224	LANGUAGES: GREEK 4	A1	2	AN	RITA ANDROPOULOS	
LO224	LANGUAGES: GREEK 4	OF	2		Unknown Teacher	

Figure 10: Change Student Class Code – Browse VCE Classes screen showing the 'blank' classes

## Class Lists

**STUDENT PROGRAM > VCE Reports > Class Lists** are the key reports for teachers to check that all students have been allocated to the correct class.

Year	Form Group	Student Number	Family Name	Given Names
10	10E	19211924E	PUPIL	EXTRA FOUR
11	11E	18133233J	PUPIL	WONDERFUL SEVEN
11	11B	18133658L	STUDENT	ANOTHER TWO
11	11C	18203744T	STUDENT	EXTRA FIVE
11	11B	18153915E	STUDENT	MORE THREE
11	11C	18337233W	STUDENT	SPECIAL SIX

Total Number of Students : 6

Figure 11: VCE Class List screen

Class Lists must be printed and distributed to teachers for checking at the beginning of the year and whenever a student’s enrolment details change.

Class Lists can be produced as a Class List Template, a detailed list on screen or an Export detailed list.

## Non Home School Students Reports

**STUDENT PROGRAM > VCE Reports > Non Home School Students** report identifies students undertaking VCE units at your school and their respective Home Schools.

Candidate Number	Family Name	First Name	Second Name	Unit Code	Unit Name	Student Home School Code	Student Home School Name
19211924E	PUPIL	EXTRA	FOUR	LO311	LANGUAGES: VIETNAMESE SECOND LANG. 1	01133	Secondary College
18133233J	PUPIL	WONDERFUL	SEVEN	LO311	LANGUAGES: VIETNAMESE SECOND LANG. 1	01133	Secondary College
18133658L	STUDENT	ANOTHER	TWO	LO311	LANGUAGES: VIETNAMESE SECOND LANG. 1	01133	Secondary College
18203744T	STUDENT	EXTRA	FIVE	LO311	LANGUAGES: VIETNAMESE SECOND LANG. 1	01133	Secondary College
18153915E	STUDENT	MORE	THREE	LO311	LANGUAGES: VIETNAMESE SECOND LANG. 1	01133	Secondary College
18337233W	STUDENT	SPECIAL	SIX	LO311	LANGUAGES: VIETNAMESE SECOND LANG. 1	01133	Secondary College
18181724E				LO311	LANGUAGES: VIETNAMESE SECOND LANG. 1	01133	Secondary College
18343139E				LO311	LANGUAGES: VIETNAMESE SECOND LANG. 1	01133	Secondary College
18139689R				LO311	LANGUAGES: VIETNAMESE SECOND LANG. 1	01133	Secondary College
19201522E				LO311	LANGUAGES: VIETNAMESE SECOND LANG. 1	01133	Secondary College

Total Number of Students: 10

Figure 12: Non Home School Students Report

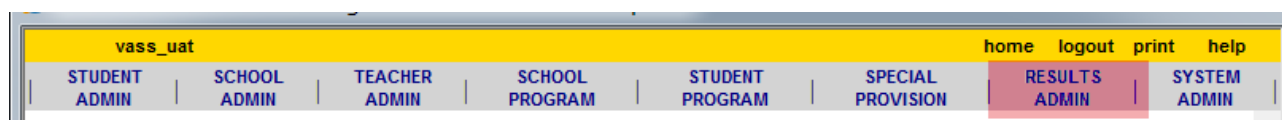
## Second Language Applications Report

**STUDENT PROGRAM > VCE Reports > Second Language Applications** report show the progress of the Second Language applications being lodged with the VCAA; whether the students are eligible to be enrolled into the second language. Only home schools can view their own students in this report.

**Figure 13:** Second Language Applications Report parameters screen

**Note:** For all Second Language application inquiries please phone 9084 8758

## VCE Results Admin



When the Data Entry All Studies spreadsheet is made available at the beginning of each year, it should be downloaded from VASS using the menu **SYSTEM ADMIN > Downloads**. This document provides valuable guidelines and information required for teachers and VASS Administrators, for data entry into VASS.

It is recommended that copies of the relevant pages are attached to the teachers' input sheets for School Scores.

Result Input sheets for teachers to record their School Scores may be produced using the menu: **RESULTS ADMIN > VCE Reports > School Scores > by Class or by Student**. See - Producing a School Scores Report.

## School Scores (Coursework Scores)

**Note:** Unit 3 and 4 school scores must be entered by the relevant key dates. The key dates are published on the VCAA website and also appear on the VASS Home Page.

- Select **RESULTS ADMIN > VCE Results Entry**
- Search with the *Unit Code* and/or *Class Code* and click **[Find]**
- Highlight the required line and click **[Modify School Scores]**
- Select the correct Graded Assessment from the *GA Number – GA Name* menu and click **[Continue...]**
- The *School Scores Entry for Class Details* screen will be displayed.
- Enter valid scores for each student for each outcome.
- Click **[Save]** The message *Do you want to save...?* will be displayed.
- Click **[Yes]** The message *School Score results saved successfully.* will be displayed.
- Click **[OK]** and **[Close]**

The three alternative score possibilities are: a score between one and the maximum, (only whole numbers) a zero score or NA. A **zero score** should only be given where the work was submitted but did not score against the assessment criteria. **NA** should be given where the work was not submitted for assessment. **Blank** results are **NOT** permitted. Contact the Student Records and Results Unit for further advice.

Figure 15: School Scores entry by Class

## Producing a School Scores Report

This report is used for the checking of school-based assessment scores which have been entered on VASS. It can also be used as an input sheet for teachers and later as a summary sheet and a 'Missing Results' report.

This report can be generated by class or student.

It is essential for the school's internal audit process that these reports are given to teachers for checking once scores have been entered on VASS.

- Select **RESULTS ADMIN > VCE Reports > School Scores Report > by Class**.
- Select the required **Cycle/GA** number from the drop-down list.
- Select the required parameters or leave as the default and click **[Run School Scores Report]**
- Click **[Print this Class]** or **[Close]** as needed.

Figure 16: School Scores Report by Class used as an input sheet

## Missing School Scores Results

- Select **RESULTS ADMIN > VCE Reports > School Scores Report > by Class**.
- Select the required **Cycle/GA** number and change 'Display Missing Results Only?' to **Yes**.
- Click **[Run School Scores Report]** If there are **NO** students with missing results, the message *No results matched the parameters you entered* will be displayed.
- Click **[OK]**

## VCE Unit Results

All VCE Unit 1, 2, 3 and 4 results (S, N or J) must be entered by the Last date for all Unit Results due date. Results Input Sheets may be produced using **RESULTS ADMIN > VCE Reports > Unit Results > By Class** or **By Student**. This report can also be used as a checking sheet after all results have been entered and to check for Missing Results.

- Select **RESULTS ADMIN > VCE Results Entry**
- Search with the *Unit Code* and/or *Class Code* and click **[Find]**
- Select the required line and click **[Modify Unit Results]** The Unit Results Entry screen will be displayed.
- Click **[Set Blank Unit Results to 'S']** All students in the class will be given 'S' result.
- If there are any students who have been given an overall 'N' result for this unit, highlight and delete the 'S' result and then enter **individual outcome results**, one of which must be an '**N**'.
- Click **[Save]** The message *Do you want to save...?* will be displayed.
- Click **[Yes]** The message *Unit results saved successfully* will be displayed.
- If 'N' results were entered for any individual outcome/s, the overall unit result will default to '**N**'
- Click **[OK]** and **[Close]**

Class Details	
Unit Code	LO311
Unit Name	LANGUAGES: VIETNAMESE SECOND LANG. 1
Class Code	A
Semester	1
Teacher Code	
Teacher Name	Unknown Teacher

Students			Outcomes		
Student Number	Student Name	Unit Result	1	2	3
19211924E	PUPIL, EXTRA FOUR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18133233J	PUPIL, WONDERFUL SEVEN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18133658L	STUDENT, ANOTHER TWO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18203744T	STUDENT, EXTRA FIVE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18153915E	STUDENT, MORE THREE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18337233W	STUDENT, SPECIAL SIX	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 17: Unit Results entry by Class

## Withdrawing a Student



**This should only be done in consultation with the Student's Home School.** A student can be withdrawn from their VCE Units in the current year where no results have been entered or it is not past the cut-off date.

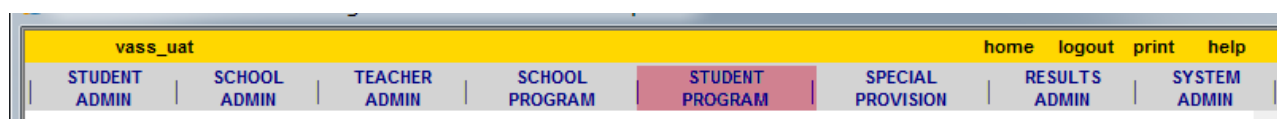
The same process is used to withdraw a student from an incorrect enrolment.

- Select **STUDENT PROGRAM > VCE > Enrolment**.
- Enter the student's Student Number and click **[Find]**
- If there is no check Box next to a unit in the column headed '**Withdraw?**' it means either: past the cut-off date for results entry or results have already been entered for the SAC/unit.
- In the column headed '**Withdraw?**' select required unit/s.
- Click **[Withdraw]** The message You are about to withdraw...? will be displayed.
- Click **[Yes]** and **[OK]** then **[Close]**

**Note:** to withdraw from either a unit 3/4 sequence or a unit 4, there are certain rules to be followed.

- All school scores must be entered as NA to withdraw from Unit 3/4 enrolments or a Unit 3 only enrolment or a Unit 4 only enrolment or an error message is displayed. In these instances, go to RESULTS ADMIN and select VCE Results Entry from the drop-down box followed by Modify School Scores and enter NA for the school scores.
- If a withdrawal is from the Unit 4 of a sequence, all school scores for the Unit must be entered as NA before the withdrawal or an error message is displayed. In this instance, go to RESULTS ADMIN and select VCE Results Entry from the drop-down box followed by Modify School Scores and enter NA for all the Unit 4 school scores.
- If a withdrawal is from the last Unit of a sequence where the student has Special Examination Arrangements, or from the last Unit of any sequence, an error message is displayed. In this instance, please contact the VCAA Special Provision team. Refer to the Administrative Handbook for contact details.
- If a withdrawal is from a Unit 3 or 4 of a sequence where the student has a Derived Examination Score application for a Graded Assessment associated with that Unit, an error message is displayed. In this instance, go to RESULTS ADMIN and select Special Provision from the drop-down box followed by Applications Individual / Group to delete the application.
- If a withdrawal is from the Unit 4 of a sequence where a student has been scheduled for a Performance or Oral Graded Assessment, an e-mail message is sent to the Examinations Unit.
- If a withdrawal is from a Unit where a student has alternative arrangements for a VCE external assessment due to a timetable clash or 3 examinations in 1 day, an email is sent to the Assessment Operations Unit.

## Examinations



### Student Examination/Assessment Timetables

Student Examination/Assessment Timetables for the October/November Examinations should be produced and distributed to students for checking as soon as they are confirmed and released to schools by the VCAA. A Notice will be sent to schools.

- Select **STUDENT PROGRAM > VCE Reports > Student Examination/Assessment Timetables**. To produce an **Examination/Assessment Timetable** for an *individual student*, select the radio button next to the *Student Number* field and enter the student number.
- To produce an Examination/Assessment Timetable for *all students* or students within a Year Level / Form Group click on the radio button next to the *Year Level* field. Select the relevant cycle and **Include Non-Home School Students Yes**
- Select other parameters as required and click **[Run Student Examination/Assessment Timetables Report]**
- Click **[Print]** or **[Close]**

If the *Students with Approved Alternative Examination Arrangements Only* option is set to 'Yes', only timetables for students with Alternative Examination Arrangements will be printed. Alternative Arrangements are for students with three examinations in one day or two examinations scheduled in the same session. Student Assessment timetables reflect examination time changes that have been approved by the VCAA.

### Performance/Oral Examination Advice Slips and Summary Report

Performance/Oral Examination Advice Slips should be printed and distributed to students as soon as they are available through VASS. Schools will be notified via Notices to Schools and the bulletin board of VASS when these are available.

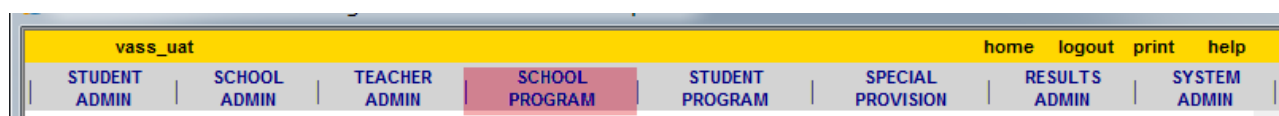
*Assessing schools can only use the Student Number to search for a student*

- Select **STUDENT PROGRAM > VCE Reports > Performance/Oral Exam Advice Slips**.
- To produce Performance/Oral Examination Advice Slips for an *individual student*, enter the student number in the Student Number field
- Select **Include the Non-Home School Students Yes**
- Select the *Advice Slips* option in the Report Type
- Click **[Run Performance and Oral Examination Advice Report]**



Figure 16: Performance and Oral Examination Advice Report Parameters

## Partnerships



Schools with fewer than 5 enrolments in any VCE Unit 3 / 4 study are required to form a partnership with another school for the purpose of statistical moderation of school-based assessment.

Partnerships must be established as early in the school year as possible. Schools that form partnerships for Unit 3 and Unit 4 school-based assessment and for combined Unit 3/4 school-based assessment must first exchange partnership agreements and then enter the partnership details directly onto VASS. Once partnership details are entered onto VASS, schools must re-enter VASS and check that all the schools in the partnership have checked the 'Approve' button.

Partnership Details must be entered on VASS by the Enrolment 2 data due date. Partnerships cannot be entered on VASS after the published date. Contact the Student Records and Results Unit for late approval of partnerships.

- Select **SCHOOL PROGRAM > VCE > Partnerships**.
- Click on the **[Find]** button. Highlight the appropriate study and click **[Modify...]**
- Click **[Partner]** The *Possible Partner School Search Results* dialog box will be displayed.
- Highlight the appropriate school and click **[Select]**
- The message *Do you want to partner your school...?* will be displayed.
- Click **[Approve]** then **[Yes]** and **[OK]**

All other schools must also approve the partnership before the VCAA can consider it valid.

Automatic email messages will be sent to all schools involved in a partnership when:

- A school forms a partnership with another school
- All schools within a partnership have marked the partnership as approved
- A school is removed from a partnership
- A completely approved partnership becomes unapproved when one school marks it as unapproved. If you receive such an email and have no knowledge of an agreement to form a partnership, you should contact the Student Records and Results Unit for advice.



## Acronyms and Glossary

DES	Derived Examination Score
EAL	English as an Additional Language
GA	Graded Assessment
GAT	General Achievement Test
NA	Not Assessed
SAC	School-assessed Coursework
SAS	Score Amendment Sheet
SIAR	School Initial Assessment Return
SIEAG	School Indicative External Assessment Grade
UG	Ungraded
VASS	Victorian Assessment Software System
VCAA	Victorian Curriculum and Assessment Authority
VCE	Victorian Certificate of Education

- **Assessing school** The school responsible for providing the assessment (through VASS) for one or more units for a student. The assessing school is usually, but not always, the home school. A student may have more than one assessing school.
- **Assessment task** A task set by the teacher to assess students' achievements of unit outcomes
- **Coursework audit** As part of an ongoing monitoring and quality assurance program by the VCAA, samples of School-assessed Coursework material are collected from schools each semester. The work collected is used to monitor schools' administration of School-assessed Coursework.
- **Examinations** External assessments set and marked by the VCAA. All VCE studies have at least one examination. Most written examinations are held in November, with a small number in June. Performance examinations and oral components of LOTE examinations are held in October and November.
- **General Achievement Test (GAT)** A test of knowledge and skills in writing, mathematics, science and technology, humanities and social sciences and the arts. All students enrolled in VCE Unit 3 and 4 sequences must sit the GAT. It is used by the VCAA to check that schools are marking School-assessed Tasks to the same standard, as part of the statistical moderation of School-assessed Coursework and as a quality assurance check on the VCAA's marking of examinations and School-assessed Tasks.
- **Graded Assessment** All VCE studies have three Graded Assessments for each Unit 3 and 4 sequence except for scored VCE VET programs, which have two. Each study includes at least one examination, most have School-assessed Coursework and some have School-assessed Tasks.
- **Home school** Refers to the major school of the student. Only the home school may enter and change a student's personal details through VASS. A student may only have one home school at a time. The home school is usually but not always the assessing school.
- **Outcomes** What a student must know and be able to do in order to satisfactorily complete a unit as specified in the VCE study design or VCAL unit.
- **Principal** Refers to principals, college principals of multi-campus schools, headmasters, headmistresses and directors.

- **Satisfactory completion – VCE** The school or other VCE provider decision that a student has demonstrated achievement of the outcomes for a unit. Students receive an S for the satisfactory completion of a unit. If they do not satisfactorily complete a unit, they receive an N. Students qualify for the VCE when they satisfy units which meet the program requirements set out in the current VCE and VCAL Administrative Handbook.
- **School** Refers to both schools and other VCE and VCAL providers.
- **School-assessed Coursework** A school-based assessment that is reported as a grade for either a VCE Unit 3 and 4 sequence or Unit 3 and Unit 4 individually. School-assessed Coursework consists of a set of assessment tasks that assess students' achievement of VCE Units 3 and 4 outcomes.
- **Semester** One half of the academic year. VCE and VCAL units are designed to be completed in one semester.
- **Sequence** VCE Units 3 and 4 are designed to be taken as a sequence at Year 12 level.
- **Statement of Marks** For each examination including the GAT, students can apply for a statement showing the marks they obtained for each question/criteria and the maximum mark available. A fee is charged for each statement.
- **VCAA Student Number** The number assigned to each student enrolled in VCE, VCE VET and VCAL.
- **Studies** The subjects available in the VCE.
- **Study design (VCE)** A study design for each VCE study is published by the VCAA. It specifies the content for the study and how students' work is to be assessed. Schools and other VCE providers must adhere to the requirements in the study designs. <http://www.vcaa.vic.edu.au/>
- **Study Score** A score from zero to 50 which shows how a student performed in a VCE study, relative to all other students enrolled in that same study in a result year. It is based on the student's results in school assessments and examinations.
- **Units (VCE)** The components of a VCE study. There are usually four units in a VCE study, numbered 1, 2, 3 and 4.
- **VASS Administrator** School-based personnel who enter all school information into VASS.
- **Victorian Assessment Software System (VASS)** The Internet-based system used by schools to register students and enter VCE and VCAL enrolments and results directly onto the VCAA central database.
- **Victorian Certificate of Education (VCE)** An accredited senior secondary school qualification.
- **VCE provider** A school or other organisation authorised to offer the VCE.