



2016 Activities Schedule

Semester 1	
Term 1	Thursday, 28 January – Friday, 8 April
Break	Saturday, 9 April – Monday, 25 April
Term 2	Tuesday, 26 April – Friday, 1 July
Break	Saturday, 2 July – Sunday, 17 July
Semester 2	
Term 3	Monday, 18 July – Friday, 23 September
Break	Saturday, 24 September – Sunday, 9 October
Term 4	Monday, 10 October – Friday, 16 December

These are the approved dates for public school teachers for the 2016 school year. Independent private schools, independent public schools and Catholic schools should be contacted directly for advice on school development days and term dates.

The dates in this schedule are colour-coded. **Orange** dates are for items to be received by the School Curriculum and Standards Authority (the Authority). **Blue** dates are for items to be available to or received by schools/providers. **Green** dates are significant to schools and the Authority.

Notes:

- Dates are repeated where items are to be received by the Authority and schools/providers on the same day.

Term 1

11 January

Available to schools/providers in SIRS

- 2015 Year 12 statistical reports for course units, VET and endorsed programs.
Note: explanatory notes relating to these reports can be accessed from the Authority website at http://www.scsa.wa.edu.au/internet/Publications/Reports/Statistical_Reports/School_Comparison_Statistics.

19 January

Received by schools/providers

- Information package for checking 2015 achievements for Year 10 and Year 11 students in course units, VET and endorsed programs.
- Registration and demographic requirement information for Year 7–12 students.
- Information package
 - 2016 course offerings (including the WACE courses declaration form and the VET industry specific courses declaration form)
 - school/provider contact information update form
 - details of the small group moderation process for ATAR Year 12 courses (including the small group moderation partnership registration form).

3 February

Last date for receipt by the Authority

- Completed school/provider contact information update form.
- Completed WACE courses declaration form.

Last date for upload into SIRS

- 2016 course offerings and estimated enrolments in course units (including VET industry specific course units) for Year 11 and Year 12 students.

Note: once schools have uploaded their course offerings, they are able to verify them in SIRS.

5 February

Received by schools/providers

- Application forms for special examination arrangements for ATAR course examination candidates with a disability.

12 February

Last date for receipt by the Authority

- Completed small group moderation partnership registration form (for ATAR Year 12 groups with fewer than six ATAR course examination candidates).
- **Other than Year 12** student achievement declaration form for 2015 data.
- **Other than Year 12** VET and/or endorsed programs achievement declaration form for 2015 data.

Last date for upload into SIRS

- Changes to student achievement data (**other than Year 12**) for 2015.

Note: after this date, this SIRS upload facility will be locked and it will not be possible to upload further changes.

17 February

Ceremony for 2015 School Curriculum and Standards Authority exhibitions and awards.

18 February

Received by schools/providers

- Enrolment information for Year 11 and Year 12 students studying units in ATAR, General, Foundation, Preliminary and VET industry specific courses.
- Information for providing estimates of Year 10–12 students studying VET qualifications.

18 February

Last date for receipt by the Authority

- Applications from schools for disability provisions in the March round of the Online Literacy and Numeracy Assessment.

Last date for upload into SIRS

- Initial 2016 registration and demographic information for Year 10–12 students (required for Online Literacy and Numeracy Assessment attendance registers and password generation).

Note:

- registration and demographic information for Year 7–9 students is due to be uploaded on 18 March
- updates to registration and demographic information should be uploaded into SIRS on a regular basis for the remainder of the year.

26 February

Last date for receipt by the Authority

- Application forms for alternative instruments for the 2016 ATAR Music practical examination.
- Applications for Year 12 students (who were unable to apply in 2015) to be eligible to enrol in an English as an Additional Language or Dialect (EALD) course in 2016.

Last date for upload into SIRS

- A course outline and assessment outline for each General and Foundation Year 12 course that the school is delivering in 2016 (syllabus delivery audit).

29 February

Available to schools/providers in SIRS

- Online Literacy and Numeracy Assessment student lists and student login details.

4 March

*Recommended last date for student transfers from **single Year 11 units** for Semester 1. See WACE Manual 2015–16 for further advice on student transfers.*

***Before this date**, students are able to transfer between single course units as they are likely to be able to complete the structured education program and complete sufficient assessment tasks to allow a grade to be assigned in the units to which they are transferring.*

***After this date**, students should not transfer from a single unit of an ATAR, General or Foundation course for Semester 1.*

Available on the Authority website

- Year 12 Information Handbook 2016 available for viewing or download from the Authority website at http://www.scsa.wa.edu.au/internet/Publications/year12_information_handbook.

4 March

Due date for upload into SIRS

- Enrolments for Year 11 and Year 12 students studying units in ATAR, General, Foundation, Preliminary and VET industry specific courses.
Note: once schools have uploaded their student enrolments, they are able to verify them in SIRS.

8 March

Start of March round of Online Literacy and Numeracy Assessment (Year 10–12 students)

11 March

Finish of March round of writing component of Online Literacy and Numeracy Assessment (Year 10–12 students)

18 March

Received by schools/providers

- Small group moderation partnership confirmation.
- Practical ATAR course examination information for the following:
Aviation, Chinese: Second Language, Chinese: Background Language, Dance, Design, Drama, English as an Additional Language or Dialect, French: Second Language, French: Background Language, German: Second Language, German: Background Language, Indonesian: Second Language, Indonesian: Background Language, Italian: Second Language, Italian: Background Language, Japanese: Second Language, Japanese: Background Language, Materials Design and Technology, Media Production and Analysis, Music, Physical Education Studies and Visual Arts.

18 March

Last date for upload into SIRS

- Initial 2016 registration and demographic information for Year 7–9 students.
Note:
 - registration and demographic information for Year 10–12 students was due to be uploaded on 18 February
 - updates should be uploaded into SIRS on a regular basis for the remainder of the year.

21 March

Available to schools/providers in SIRS

- Syllabus delivery audit feedback reports.

23 March

Last date for receipt by the Authority

- Applications for Appeal against EALD Eligibility Decision for Year 12 students who submitted an application in 2016.

24 March

Last date for receipt by the Authority

- Applications seeking permission for Year 8 and Year 9 students with exceptional circumstances, or who are part of a specialist program, to have VET units of competency contribute to their WACE.
- Applications seeking permission for Year 10 students with exceptional circumstances, or who are part of a specialist program, to have ATAR course units contribute to their WACE.

24 March

Finish of March round of numeracy and reading components of Online Literacy and Numeracy Assessment (Year 10–12 students)

6 April

Last date for receipt by the Authority

- Applications to sit the 2016 ATAR course examinations for students not in Year 12.
Note: no further applications will be accepted after this date.
- Enrolments as non-school candidates in ATAR course examinations.
Note: no further applications will be accepted after this date. An individual may enrol to sit an ATAR course examination as a non-school candidate in the event that the individual is:
 - seeking entry to university as a mature-age applicant, or
 - a student who has previously completed Year 12, or
 - a Year 12 student undertaking language course examinations through interstate language offerings where the course is not offered by the school, or
 - a Year 12 student undertaking French, German and Italian Background language examinations where the course is not offered by the school.

Last date for upload into SIRS

- Changes to enrolments in ATAR, General, Foundation, Preliminary and VET industry specific courses for Year 12 students.
Note:
 - after this date, this SIRS facility will be locked and no further changes (except withdrawals) will be accepted
 - Year 12 students are able to withdraw from ATAR courses with practical examination components up until Friday, 29 July and from ATAR courses which do not have practical examination components up until Friday, 26 August
 - Year 12 students are able to withdraw from General, Foundation, Preliminary and VET industry specific courses up until Friday, 26 August.
- VET qualification estimates for Year 10–12 students.

8 April

Available on the Authority website

- Applications for permission to enrol in a WACE language course in 2017 for study of Second, Background and First Language courses in any of the following languages: Chinese, French, German, Indonesian, Italian or Japanese.

Term 2

2 May

Last date for receipt by the Authority

- Requests for changes to students' 2015 statements of results.

4 May

Received by schools/providers

- ATAR course examination accommodation requirements.
- Information for completing online the student declaration and permission details (relating to the release of personal information, use of school work and examination responses) for Year 12 students.

6 May

*Recommended last date for student transfers between **pairs of Year 11 units (E-code)** in an ATAR, General or Foundation course as they will be unlikely to be able to complete the structured education program or complete sufficient assessment tasks to allow a grade to be assigned in the units to which they are transferring. After this date, students should not commence paired course units. See WACE Manual 2015–16 [Revised edition] for further advice on Year 11 student transfers.*

Note: when changing a student's enrolment from a pair of units to a single unit for Semester 1, the school is required to provide a mark and a grade for the Semester 1 course unit, and enrol the student in a single unit of another course for Semester 2.

6 May

Received by schools/providers

- Printed copies of the externally set tasks for General and Foundation Year 12 courses.

16 May to 3 June

Schools/providers to administer

- The externally set task for each General and Foundation Year 12 course being delivered.

16 May

Available to schools/providers in SIRS

- Online Literacy and Numeracy Assessment results.
Note: students enrolled in a pair of Foundation course units in Year 11 and who have demonstrated the standard in literacy and/or numeracy via the Online Literacy and Numeracy Assessment are required to enrol in a General or ATAR course unit for

Semester 2. Schools are required to provide a mark and a grade for the Foundation course unit completed in Semester 1.

- The marking keys and marks collection sheets for externally set tasks for General and Foundation Year 12 courses.

17 May

Last date for receipt by the Authority

- Overseas full fee-paying student declaration forms and payment (for schools in Western Australia only).
- Application forms for special examination arrangements for candidates with a disability sitting ATAR course examinations.

27 May

Received by schools/providers

- Enrolment information for VET qualifications and VET units of competency for Year 12 students.

27 May

Last date for receipt by the Authority

- Proposed ATAR course examination accommodation details.

3 June

Received by schools/providers

- ATAR Music practical examination information collection forms.
- ATAR Physical Education Studies examination elective forms.

10 June

Due date for upload into SIRS

- Marks for each student for the externally set task for each General and Foundation Year 12 course delivered.

15 June

Available to schools/providers in SIRS

- The report listing students whose externally set task scripts are required to be externally marked. Schools need to scan and upload the scripts into SIRS.

15 June

Last date for receipt by the Authority

- Completed ATAR Music practical information collection forms.
- Completed ATAR Physical Education Studies examination elective forms.

22 June

Due date for upload into SIRS

- Enrolments in VET qualifications and VET units of competency for Year 12 students.
Note: inclusion of the VET Unique Student Identifier is optional for enrolments but a

requirement for achievement of VET qualifications and VET units of competency intended for contribution towards the WACE requirements.

24 June

Last date for receipt by the Authority

- Online completion of Year 12 student declaration and permission details (relating to the release of personal information, use of school work and examination responses).
Note: each school is able to access in SIRS their students' responses to the release of personal information, the use of school work and examination responses.
- Request to change academic year form.
Note: no further applications will be accepted after this date.

Due date for upload into SIRS

- The scanned externally set task scripts of Authority-identified students for courses to be independently marked.

29 June

Last date for receipt by the Authority

- Applications for marking the 2016 ATAR course examination written papers.
- Applications for marking the 2016 ATAR course examination practical components.

Term 3

18 July

Received by schools/providers

- Practical examination information relating to Visual Arts production submission arts categories data form.
- 2016 ATAR course examinations timetable.

Available to schools/providers in SIRS

- Physical Education Studies ATAR course examination elective forms available for schools and for download by students via the Authority's student portal. The form lists the sport and skill level in which the student is enrolled for the practical examination.

22 July

Received by schools/providers

- Enrolment information for VET qualifications and VET units of competency for Year 10 and Year 11 students.
- Enrolment information for endorsed programs for Year 10–12 students.

29 July

Last date for receipt by the Authority

- Visual Arts production submission art categories data form.
- Completed application forms for alternative format ATAR course practical examinations.
- For schools commencing the 2017 school year in Term 4 of 2016, the completed student applications for permission to enrol in a WACE language course in **2017** for study of Second, Background and First Language courses in any of the following languages: Chinese, French, German, Indonesian, Italian or Japanese (including non-school candidates wishing to enrol in a Background and/or First Language ATAR course examination).

Last date for upload into SIRS

- Withdrawal of enrolment from ATAR courses with a practical examination component for Year 12 students.

Last date for changes to

- Physical Education Studies sport and skill level in which candidates are to be examined.
- Music instruments in which the candidates are to be examined and their accompanists.

5 August

*Recommended last date for student transfers from **single Year 11 units** for Semester 2. See WACE Manual 2015–16 [Revised edition] for further advice on student transfers.*

***Before this date**, students are able to transfer between single course units as they are likely to be able to complete the structured education program and complete sufficient assessment tasks to allow a grade to be assigned in the units to which they are transferring.*

***After this date**, students should not transfer from a single unit of an ATAR, General or Foundation course for Semester 2.*

5 August

Received by schools/providers

- Information on submission of proposed grade distributions for course units studied in Year 12.
Note: does not apply to VET industry specific courses or Preliminary course units.
- Information for Media Production and Analysis practical examination including data collection form and collaborative form.

11 August

Last date for receipt by the Authority

- Applications from schools for disability provisions in the September round of the Online Literacy and Numeracy Assessment.

12 August

Last date for receipt by the Authority

- Completed endorsed programs enrolment declaration forms.

Due date for upload into SIRS

- Enrolments in VET qualifications and VET units of competency for Year 10 and Year 11 students.

Note: inclusion of the VET Unique Student Identifier is optional for enrolments but a requirement for achievement of VET qualifications and VET units of competency intended for contribution towards the WACE requirements.

- Enrolments in endorsed programs for Year 10–12 students.

Last date for upload into SIRS

- Update of 2016 registration and demographic information for Year 10–12 students (required for Online Literacy and Numeracy Assessment attendance registers and password generation).

Available to schools/providers in SIRS

- The externally set tasks feedback report for courses that were independently marked.

15 August

Received by schools/providers

- Confirmation of 2016 ATAR course examination accommodation arrangements.
- Stimulus materials for the written examinations for Dance and Media Production and Analysis.

15 August

Last date for changes to

- Context area for Visual Arts art work categories.

19 August

Last date for receipt by the Authority

- Applications from Year 11 students seeking eligibility to enrol in an English as an Additional Language or Dialect (EALD) course in Year 12 in **2017**.

22 August

Available to schools/providers in SIRS

- Online Literacy and Numeracy Assessment student lists and student login details.

Received by schools/providers

- Front covers of the ATAR course examinations.

26 August

Last date for receipt by the Authority

- For schools commencing the 2017 school year in Term 1 of 2017, the completed student applications for permission to enrol in a WACE language course in **2017** for study of Second, Background and First Language courses in any of the following languages: Chinese, French, German, Indonesian, Italian or Japanese (including non-school candidates wishing to enrol in a Background and/or First Language ATAR course examination).

- Completed data collection form and collaborative form for Media Production and Analysis practical examination.

Last date for upload into SIRS

- Withdrawal of enrolment from ATAR courses without a practical examination component for Year 12 students.
- Withdrawal of enrolment from General, Foundation, Preliminary and VET industry specific courses for Year 12 students.

Note:

- the last date of changes to enrolments (except withdrawals) in ATAR, General, Foundation, Preliminary and VET industry specific courses for Year 12 students was Wednesday, 6 April.
- the last date for withdrawal of enrolment from ATAR courses with a practical examination component for Year 12 students was Friday, 29 July.

29 August

Start of September round of Online Literacy and Numeracy Assessment (Year 10–12 students)

31 August

Last date for upload into SIRS

- Proposed grade distributions for all ATAR, General and Foundation Year 12 courses.
Note: does not apply to VET industry specific courses or Preliminary course units.

2 September

Finish of September round of writing component of Online Literacy and Numeracy Assessment (Year 10–12 students)

5 September

Received by schools/providers

- Sickness/misadventure application forms.

5 September

Last date for upload into SIRS by schools/providers

- Student nominations for 2016 School Curriculum and Standards Authority VET awards.

7 September

Available to schools/providers in SIRS

- Personalised examination timetables for the practical and written ATAR course examinations

Note:

- schools/providers can download from SIRS
- students can access their personalised examination timetables via the Authority's student portal.

9 September

Finish of September round of numeracy and reading components of Online Literacy and Numeracy Assessment (Year 10–12 students)

13 September

Received by schools/providers

- Details of registered small group moderation partnerships for checking and confirmation that the school has followed the required processes.
- Practical examination submission information for Design, Materials Design and Technology, Media Production and Analysis, Music and Visual Arts.

16 September

Available to schools/providers on the Authority website

The Unit 3 content on which the externally set task for each General and Foundation Year 12 course will be based in 2017.

21 September

Last date for receipt by the Authority

- Design portfolio submissions.
- French, German and Italian Background Languages personal investigation interview sheet.
- Materials Design and Technology folio submissions.
- Media Production and Analysis practical submissions.
- Music portfolios.
- Visual Arts production examination submissions.

24 September to 2 October (Saturday, Sunday and the public holiday included)

ATAR practical examinations for Aviation, Dance, Drama, Music and Physical Education Studies.

24 September to 9 October (Saturday, Sunday and the public holiday included)

ATAR practical examinations for English as an Additional Language or Dialect (for students enrolled at an overseas school).

Term 4

10 October

Received by schools/providers

- Information about collecting achievement data for:
 - Year 12 students for course units (ATAR, General, Foundation, Preliminary and VET industry specific courses), VET qualifications, VET units of competency and endorsed programs
 - non-Year 12 students sitting one or more ATAR course examinations.

Available to schools/providers in SIRS

- Authority feedback on proposed grade distributions for all ATAR, General and Foundation Year 12 courses.

Note: does not apply to VET industry specific courses or Preliminary course units.

10 and 11 October

Collection by schools/providers

- Visual Arts production examination submissions.

12 October

Last date for receipt by the Authority

- Small group moderation partnership declarations.

14 October

Collection by schools/providers

- Design portfolios, Media Production and Analysis practical submissions, Materials Design and Technology folio submissions.

15 October

ATAR practical examinations for Chinese: Second Language.

15 October and 16 October

ATAR practical examinations for Japanese: Second Language and Indonesian: Second Language.

15 October to 30 October (Saturday and Sunday included)

ATAR practical examinations for English as an Additional Language or Dialect (for students enrolled at a Western Australian school), French: Second Language, French: Background Language, German: Second Language, German: Background Language, Italian: Second Language, Italian: Background Language.

17 October

Start of student interviews for School Curriculum and Standards Authority VET certificates of excellence.

21 October

Last date for schools/providers to inform students in writing of their grades and school marks for all course units studied in Year 12.

24 October

Available to schools/providers in SIRS

- Results for the September round of the Online Literacy and Numeracy Assessment.

30 October

Finish of ATAR practical examinations

31 October

Start of ATAR written examinations

31 October

Last date for upload into SIRS

- Year 12 achievement data in all ATAR, General, Foundation, Preliminary and VET industry specific course units completed during the year.
Note: SIRS automatically allocates a grade for VET industry specific course units once full or partial requirements have been met.
- Year 12 achievement data in VET qualifications.
Note: the VET Unique Student Identifier is a requirement for achievement intended for contribution towards the WACE requirements.
- Year 12 achievement data in VET units of competency.
Note: the VET Unique Student Identifier is a requirement for achievement intended for contribution towards the WACE requirements.
- Year 12 achievement data in endorsed programs.
- Achievements for non-Year 12 students enrolled to sit one or more ATAR course examinations.

31 October

Available to schools/providers in SIRS

- Reports listing achievement data in all ATAR, General, Foundation, Preliminary and VET industry specific course units, VET units of competency, VET qualifications and endorsed programs.

4 November

Received by schools/providers

- Information about collecting achievement data for Year 11 students for ATAR, General, Foundation, Preliminary and VET industry specific course units, VET qualifications, VET units of competency and endorsed programs.

4 November

Last date for receipt by the Authority

- Student appeals against school assessment in course units studied in Year 12.
- Applications for appeal against languages enrolment determinations for study in 2017.

First date for upload into SIRS

- A course outline and an assessment outline for each ATAR Year 11 course that the school will be delivering in 2017 (syllabus delivery audit).
Note: all documents must be uploaded by 28 February 2017.

11 November

Received by schools/providers

- Information package for checking Year 12 achievements in ATAR, General, Foundation, Preliminary and VET industry specific course units, VET units of competency, VET qualifications and endorsed programs.
- Year 12 student achievement declaration form.
- Year 12 VET and/or endorsed programs achievement declaration form.

18 November

Last date for receipt by the Authority

- Year 12 student achievement declaration form.
- Year 12 VET and/or endorsed programs achievement declaration form.

Last date for upload into SIRS

- Changes to 2016 Year 12 student achievement data.
Note: after this date, this SIRS facility will be locked and it will not be possible to upload further changes.
- Final registration and demographic information for Year 12 students (including total number of community service hours completed).
Note: after this date, this SIRS facility will be locked and it will not be possible to upload further changes.

23 November

Last date for receipt by the Authority

- Completed sickness/misadventure application forms.

23 November

Scheduled finish of the ATAR written examinations.

Note: final date subject to examination timetabling. Date may be earlier, not later.

24 November

Last date for receipt by the Authority

- Applications for Appeal against EALD Eligibility Decision for Year 11 students who submitted an application in 2016 for Year 12 in 2017.

28 November

- Last date for schools/providers to inform students in writing of their grades and school marks in all course units studied in Year 11.

2 December

Due date for upload into SIRS

- Year 11 achievement data for ATAR, General, Foundation, Preliminary and VET industry specific course units, VET qualifications and VET units of competency and endorsed programs.
Note:

- SIRS automatically allocates a grade for VET industry specific course units once full or partial requirements have been met.
- the VET Unique Student Identifier is a requirement for achievement intended for contribution towards the WACE requirements.
- Final registration and demographic information for Year 7–11 students.

5 December

Start of student interviews for School Curriculum and Standards Authority Beazley Medal: VET.

6 December

Last date for receipt by the Authority

- Student appeals against school assessment in course units studied in Year 11.

14 December

Last date for upload of changes into SIRS

- Final registration and demographic information for Year 7–11 students.
Note: after this date, this SIRS facility will be locked and it will not be possible to upload further changes.

End of December

Authority issues the Western Australian Certificate of Education (WACE), course reports, Western Australian Statement of Student Achievement (WASSA), certificates of distinction and certificates of merit for Year 12 students.