



Government of Western Australia  
School Curriculum and Standards Authority

# 2023

## ACTIVITIES SCHEDULE



UPDATED



20/01/2023

## **Acknowledgement of Country**

Kaya. The School Curriculum and Standards Authority (the Authority) acknowledges that our offices are on Whadjuk Noongar boodjar and that we deliver our services on the country of many traditional custodians and language groups throughout Western Australia. The Authority acknowledges the traditional custodians throughout Western Australia and their continuing connection to land, waters and community. We offer our respect to Elders past and present.

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# 2023 Activities Schedule

The information presented in this schedule relates to the activities associated with the collection of data for the School Curriculum and Standards Authority (the Authority). The School Curriculum and Standards (SCS) Division collects data on behalf of the Authority.

The dates in this schedule are coded by coloured icons.

- **Pink** ★ activities relate to or include primary schools.
- **Orange** ◆ dates are for items to be received by 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.

A key to this information is included at the footer of each page. Dates are repeated where items are to be received by the Authority and schools/providers on the same day.

## School terms (teacher return and end dates)

Semester 1	
<b>Term 1</b>	Monday, 30 January – Thursday, 6 April
<b>Break</b>	Friday, 7 April – Sunday, 23 April
<b>Term 2</b>	Monday, 24 April – Friday, 30 June
<b>Break</b>	Saturday, 1 July – Sunday, 16 July
Semester 2	
<b>Term 3</b>	Monday, 17 July – Friday, 22 September
<b>Break</b>	Saturday, 23 September – Sunday, 8 October
<b>Term 4</b>	Monday, 9 October – Friday, 15 December

These are the approved dates for public school teachers for the 2023 school year. Independent private schools, independent public schools and Catholic schools should be contacted directly for advice on term dates and student-free school development days.

Term weeks are indicated in this schedule on the basis of dates associated with student attendance.

### COVID-19 impact

The School Curriculum and Standards Authority (the Authority) continues to monitor the impact of Novel Coronavirus (COVID-19). If any adjustments to processes like those made in previous years are required in 2023, the Authority will provide advice for students, teachers, school leaders, parents/guardians/carers and the community through the Authority website and circulars.

We encourage everyone to stay up-to-date with our latest communications and resources as they become available.

- ★ Activities relate to or include primary schools
- ◆ Items to be received by the School Curriculum and Standards Authority
- 💧 Items to be available to or received by schools/providers
- ▲ Significant to schools and the School Curriculum and Standards Authority

## Summer holidays



Friday, 6 January 

### Available to schools/providers in SIRS

- 2022 Year 12 statistical reports for courses, VET and endorsed programs.  
Note: explanatory notes relating to these reports can be accessed from the Authority website at <https://www.scsa.wa.edu.au/publications/reports/statistical-reports/school-comparison-statistics>.

Tuesday, 17 January 

### Received by schools/providers

- Information package for checking 2022 achievements for Year 10 and Year 11 students in courses, VET and endorsed programs.
- Registration and demographic requirement information for Kindergarten–Year 12 students at all schools. 
- Information package
  - 2023 course offerings which includes the WACE courses declaration form, the VET declaration form (including VET industry specific courses) and the endorsed programs enrolment declaration form. These forms will be available for download in the 2023 Senior Secondary Forms Package via <https://www.scsa.wa.edu.au/forms/forms> from 10 January until 31 March.
  - school/provider contact update information. 

Wednesday, 25 January 


### Received by schools/providers

- Details of the small group moderation process for Year 12 ATAR courses (including the small group moderation partnership registration form).


Friday, 27 January 

### Available to schools/providers in SIRS

- Online results from the Online Literacy and Numeracy Assessment (OLNA) 2022 Term 4 Window (Year 9) which was the first window for 2023 Year 10 students.
- Student lists for OLNA Term 1 Window (Year 11 and 12).

 Activities relate to or include primary schools

 Items to be received by the School Curriculum and Standards Authority

 Items to be available to or received by schools/providers


 Significant to schools and the School Curriculum and Standards Authority

## Term 1

### Week 1

#### Tuesday, 31 January

##### Due date for receipt by the Authority

- Completion of school/provider contact information in SIRS. 
- Completed WACE courses, VET and endorsed programs declaration forms.

#### Tuesday, 31 January

##### Received by schools/providers

- Information for uploading Year 12 ATAR course EAL/D Common Oral Assessment Task (COAT) test file.

#### Thursday, 2 February

##### Due date for upload into SIRS

- 2023 course offerings and estimated enrolments in courses (including VET industry specific course units) for Year 11 and Year 12 students (via **OFCOS** file).  
Note: once schools have uploaded their course offerings, they are able to verify them in SIRS.

#### Thursday, 2 February

##### Received by schools/providers

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

#### Friday, 3 February

##### Last date for receipt by the Authority

- Completed Online Literacy and Numeracy Assessment (OLNA) declaration form.

### Week 2


#### Thursday, 9 February

##### Last date for receipt by the Authority


- Completed small group moderation partnership registration form (for Year 12 groups with fewer than six ATAR course examination candidates).

##### Last date for upload into SIRS

- Initial 2023 registration and demographic information for all students in Years 3, 5, 7 and 9 (required for NAPLAN) and Year 10–12 students (required for the OLNA) (via **SRGDG** file).

 Activities relate to or include primary schools

 Items to be received by the School Curriculum and Standards Authority

 Items to be available to or received by schools/providers

 Significant to schools and the School Curriculum and Standards Authority



Note: OLNA student lists become available as soon as registration and demographic information is uploaded. ★

- Initial 2023 registration and demographic information for all Kindergarten–Year 10 students where these students attend schools using Brightpath (via **SRGDG** file). ★
- Initial 2023 registration information for all teachers where students attend schools using Brightpath (via **THREG** file). ★

Note:

- registration and demographic information for Kindergarten, Pre-primary, Years 1, 2, 4, 6 and 8 are due to be uploaded by Thursday, 30 March; however, this information may be uploaded at any time prior to this date ★
- updates to registration and demographic information should be uploaded into SIRS on a regular basis for the remainder of the year. ★

### Thursday, 9 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 undertaking VET qualifications.

### Friday, 10 February ◆

#### Last date for receipt by the Authority

- Updates to requests from schools for adjustments (relating to disability and EAL/D) to students' tests for OLNA. Details are to be entered into the OLNA dashboard.

## Week 3

### Thursday, 16 February ◆

#### Last date for receipt by the Authority

- Student achievement in course units declaration form (**other than Year 12**) for 2022 data.
- VET and/or endorsed programs achievement declaration form (**other than Year 12**) for 2022 data.

Note: schools **must** have received written evidence of RTO verification of student VET achievements before signing and submitting the VET and/or endorsed programs achievement declaration form.

#### Last date for upload into SIRS

- Changes to student achievement data (**other than Year 12**) for 2022 (via **RSCOS, RSEND, RSVET** and **RSQUAL** files).

Note:

- ★ Activities relate to or include primary schools
- ◆ Items to be received by the School Curriculum and Standards Authority
- 💧 Items to be available to or received by schools/providers
- ▲ Significant to schools and the School Curriculum and Standards Authority



- after this date, this SIRS upload facility will be locked and it will not be possible to upload further changes
- where a student's U status is not amended by this date, the U will default to an E grade.

### Friday, 17 February

#### Last date for receipt by the Authority

- Applications for permission to enrol in a WACE language course for students in Year 12 who have not previously applied.

Note: no further applications will be accepted after this date.

### Friday, 17 February

Ceremony for the 2022 School Curriculum and Standards Authority exhibitions and awards.

## Week 4

### Monday, 20 February

#### Available to schools/providers in SIRS

- OLNA student login details (Year 11 and 12).

### Tuesday, 21 February

#### Last date for receipt by the Authority

- Applications for endorsement of school-developed and provider-developed programs.

### Thursday, 23 February

#### 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 (via **ENCOS** file).

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


### Friday, 24 February

#### Last date for student submission

- Online declarations for students wishing to apply for eligibility for the English as an Additional Language or Dialect (EAL/D) ATAR Year 12 course.

 Activities relate to or include primary schools

 Items to be received by the School Curriculum and Standards Authority

 Items to be available to or received by schools/providers

 Significant to schools and the School Curriculum and Standards Authority

## Friday, 24 February ▲

Final date for student transfers from **single Year 11 units** for Semester 1. See the *WACE Manual 2023* 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 unit/s to which they are transferring.

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

## Transfer of registration and demographic information to Brightpath ★

Note: updated SRGDG and THREG files due into SIRS by Thursday, 23 February (to be included in this transfer).

## Week 5

### Monday, 27 February ▲

#### Start of OLNA Term 1 Window (Year 11–12 students)

### Tuesday, 28 February ◆

#### Last date for upload into SIRS2

- Year 12 ATAR course EAL/D COAT test file.

### Tuesday, 28 February ▲

#### Finish of OLNA Term 1 Window writing component (Year 11–12 students)

Note: other components finish on Friday, 10 March.

### Thursday, 2 March ◆

#### Last date for receipt by the Authority

- Applications for WACE recognition of a VET accredited course.

## Week 6

### Wednesday, 8 March ♠

#### Available on the Authority website

- *Year 12 Information Handbook 2023, Part I* available to view or download from the Authority website at <https://www.scsa.wa.edu.au/publications/year-12-information>.

★ Activities relate to or include primary schools

◆ Items to be received by the School Curriculum and Standards Authority

♠ Items to be available to or received by schools/providers

▲ Significant to schools and the School Curriculum and Standards Authority

### Friday, 10 March

#### Last date for receipt by the Authority

- Information on incidents for OLNA Term 1 Window. Details are to be entered into the OLNA dashboard.

### Friday, 10 March

#### Last date for teacher recommendations

- Verify and provide a recommendation on endorsement for student EAL/D declarations submitted prior to and including Friday, 24 February.

#### Finish of OLNA Term 1 Window numeracy and reading components (Year 11–12 students)

#### Transfer of registration and demographic information to Brightpath

Note: updated SRGDG and THREG files due into SIRS by Thursday, 9 March (to be included in this transfer).

### Week 7

### Monday, 13 March

#### Received by schools/providers

- ATAR course examination accommodation forms.

### Wednesday, 15 March to Monday, 27 March

#### Schools/providers to administer

- NAPLAN – online (between Wednesday, 15 March and Monday, 27 March).

### Friday, 17 March

#### Last date for principal endorsement

- Student EAL/D declarations submitted prior to and including Friday, 24 February.

### Week 8

### Wednesday, 22 March


#### Last date for receipt by the Authority

- Proposed ATAR course examination accommodation details.

### Friday, 24 March

#### Last date for receipt by the Authority

Online review requests from students not endorsed by their principal for eligibility approval to enrol in the Year 12 ATAR EAL/D course in 2023.

 Activities relate to or include primary schools

 Items to be received by the School Curriculum and Standards Authority

 Items to be available to or received by schools/providers

 Significant to schools and the School Curriculum and Standards Authority

Friday, 24 March 

**Available to schools/providers on the Authority website**

- Practical examination requirements for ATAR courses that have a practical component available on the Authority website at <https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials>.

Friday, 24 March 

**Transfer of registration and demographic information to Brightpath **

Note: updated SRGDG and THREG files due into SIRS by Thursday, 23 March (to be included in this transfer).

**Week 9**

Thursday, 30 March 

**Last date for receipt by the Authority**


- Forms to request change of academic year (for students changing from Year 11 to Year 12 only).  
Note: other changes between academic years can be requested up until Friday, 5 May.
- 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 the French, German and/or Italian Background Language or Chinese: First Language examinations where the course is not offered by the school.
- Applications for special examination arrangements for candidates with a disability undertaking ATAR course examinations.

**Last date for upload into SIRS**


- Changes to enrolments in:
  - ATAR, General, Foundation, Preliminary and VET industry specific courses for Year 12 students (via **ENCOS** file)
  - ATAR, General and Foundation courses (Units 3 and 4) for Year 11 students (via **ENCOS** file).

Note:

- after this date, this SIRS facility will be locked and no further changes (except withdrawals from these courses) will be accepted
- Year 12 students are able to withdraw from:

 Activities relate to or include primary schools

 Items to be received by the School Curriculum and Standards Authority

 Items to be available to or received by schools/providers

 Significant to schools and the School Curriculum and Standards Authority

- ATAR courses with practical examination components up until Thursday, 20 July
- ATAR courses which do not have practical examination components up until Monday, 7 August
- Year 11 students are able to withdraw from:
  - ATAR courses (Units 3 and 4) with practical examination components up until Thursday, 20 July
  - ATAR courses (Units 3 and 4) which do not have practical examination components up until Monday, 7 August
- Year 12 students are able to withdraw from General, Foundation, Preliminary and VET industry specific courses up until Monday, 7 August.

### Due date for upload into SIRS ★

- Registration and demographic information for all outstanding Kindergarten–Year 8 students (via SRGDG file).

## Week 10

### Wednesday, 5 April 💧

#### Available to schools/providers in SIRS

- Online results from the OLNA Term 1 Window (Year 11 and 12).
- Updated student lists for OLNA.

### Thursday, 6 April ◆

#### Last date for receipt by the Authority

- Updates to requests from schools for adjustments (relating to disability and EAL/D) to students' tests for OLNA. Details are to be entered into the OLNA dashboard.

★ Activities relate to or include primary schools

◆ Items to be received by the School Curriculum and Standards Authority

💧 Items to be available to or received by schools/providers

▲ Significant to schools and the School Curriculum and Standards Authority

## Term 2

### Week 1

**Monday, 24 April** 

#### Available to schools/providers in SIRS

- OLNA student login details.

**Friday, 28 April** 

#### Last date for receipt by the Authority

- Requests for changes to students' 2022 Western Australian Statement of Student Achievement (WASSA).

**Friday, 28 April** 

#### Received by schools/providers

- Printed copies of the Year 12 ATAR course EAL/D COAT stimulus material.

#### Available to schools/providers in SIRS2

- Year 12 ATAR course EAL/D COAT preparation booklet template and the Western Australian Student Number (WASN) identification sheet for each student.

### Week 2

**Monday, 1 May** 

#### Available to schools/providers in SIRS2

- Year 12 ATAR course EAL/D COAT marking key and marks collection form.

#### Received by schools/providers

- Information relating to the uploading of Year 12 ATAR course EAL/D COAT:
  - student marks
  - audio visual files.


**Monday, 1 May** 

#### Start of OLNA Term 2 Window A (Year 10–12 students)


**Monday, 1 May to Friday, 26 May** 

#### Schools/providers to administer

- Year 12 ATAR course EAL/D COAT.

 Activities relate to or include primary schools

 Items to be received by the School Curriculum and Standards Authority

 Items to be available to or received by schools/providers

 Significant to schools and the School Curriculum and Standards Authority

## Tuesday, 2 May

### Received by schools/providers

- Small group moderation partnership confirmation.

## Tuesday, 2 May

### Finish of OLNA Term 2 Window A writing component (Year 10–12 students)

Note: other components finish on Friday, 12 May.

## Wednesday, 3 May

### Last date for receipt by the Authority

- Applications for marking the externally set tasks (ESTs) and Year 12 ATAR course EAL/D COAT.
- Notification of whether schools are going to:
  - (a) scan and upload the Authority-selected scripts, or
  - (b) send the originals of Authority-selected scripts to the Authority.

## Thursday, 4 May

### Last date for upload into SIRS

- VET qualification estimates for Year 10–12 students (via **ESQUAL** file).

## Thursday, 4 May

### Received by schools/providers

- Music ATAR course practical examination information collection forms.
- Physical Education Studies ATAR course practical examination sport and skill level elective forms.


## Friday, 5 May

### Last date for receipt by the Authority


- Forms to request to change academic year (other than changes from Year 11 to Year 12).  
Note: the last date for changes to academic year from Year 11 to Year 12 was Thursday, 30 March. No further requests will be accepted after this date.

### Final date for upload into SIRS

- Enrolments in year-long Year 11 courses (i.e. courses with codes starting with either AE, GE or FE) for Year 11 students (via **ENCOS** file).  
Note:
  - after this date, this SIRS facility will be locked and no further changes (except withdrawals from these courses) will be accepted
  - from this date, Year 11 students may only be enrolled into single units for Semester 2.

 Activities relate to or include primary schools

 Items to be received by the School Curriculum and Standards Authority

 Items to be available to or received by schools/providers

 Significant to schools and the School Curriculum and Standards Authority



## Friday, 5 May

### Received by schools/providers

- Printed copies of the ESTs for Year 12 General and Foundation courses.

## Friday, 5 May

Final date for student transfers between **pairs of Year 11 units** (E-code) in an ATAR, General or Foundation course. After this date, students 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 the *WACE Manual 2023* 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.

### Transfer of registration and demographic information to Brightpath

Note: updated SRGDG and THREG files due into SIRS by Thursday, 4 May (to be included in this transfer).

## Week 3

## Monday, 8 May

### Received by schools/providers

- Information relating to the uploading of the Authority-selected student EST scripts where schools have nominated to scan and upload.

### Available to schools/providers in SIRS2

- The marking keys and marks collection sheets for ESTs for Year 12 General and Foundation courses.

## Monday, 8 May to Friday, 26 May

### Schools/providers to administer

- The EST for each Year 12 General and Foundation course being delivered.





## Friday, 12 May

### Last date for receipt by the Authority

- Information on incidents for OLN A Term 2 Window A. Details are to be entered into the OLN A dashboard.

## Friday, 12 May

### Finish of OLN A Term 2 Window A numeracy and reading components (Year 10–12 students)

- 
-  Activities relate to or include primary schools
  -  Items to be received by the School Curriculum and Standards Authority
  -  Items to be available to or received by schools/providers
  -  Significant to schools and the School Curriculum and Standards Authority

## Week 4

**Tuesday, 16 May** ◆

### **Last date for receipt by the Authority**

- Overseas full fee-paying student declaration forms and payment (for schools in Western Australia only).

### **Due date for receipt by the Authority**

- Applications to sit ATAR course examinations outside of Western Australia.

## Week 5

**Friday, 26 May** ♡

### **Received by schools/providers**

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

**Friday, 26 May** ▲

### **Transfer of registration and demographic information to Brightpath** ★

Note: updated SRGDG and THREG files due into SIRS by Thursday, 25 May (to be included in this transfer).

## Week 6

**Monday, 29 May** ◆

### **Due date for upload into SIRS**

- EST marks for students for Year 12 General and Foundation courses (via **RSEST** file).
- Year 12 ATAR course EAL/D COAT total raw mark for each student enrolled in the course (via **RSCOT** file).

**Wednesday, 31 May** ◆

### **Last date for upload into SIRS2**

- Year 12 ATAR course EAL/D COAT audio visual files must be uploaded.

**Wednesday, 31 May** ♡

### **Available to schools/providers in SIRS**

- Report listing students whose EST scripts must be sent or uploaded to the Authority for independent marking.

★ Activities relate to or include primary schools

◆ Items to be received by the School Curriculum and Standards Authority

♡ Items to be available to or received by schools/providers

▲ Significant to schools and the School Curriculum and Standards Authority

## Week 7

### Tuesday, 6 June

#### Available to schools/providers in SIRS

- OLNA student login details.
- Online results from the OLNA Term 2 Window A.
- Updated student lists for OLNA.

### Wednesday, 7 June

#### Last date for receipt by the Authority

- Authority-selected EST scripts from schools that have opted to send them as original copies.

### Wednesday, 7 June

#### Available on the Authority website

- 2023 ATAR course examination timetables.

### Thursday, 8 June

#### Last date for receipt by the Authority

- Completed Music ATAR course practical examination information collection forms.
- Completed Physical Education Studies ATAR course practical examination sport and skill level elective forms.

## Week 8

### Monday, 12 June

#### Available to schools/providers and students in Student Records Management System (SRMS) via the student portal

- Online applications for permission to enrol in a WACE language course in 2024 for study of Second, Background and First Language courses in any of the following languages: Chinese, French, German, Hindi, Indonesian, Italian, Japanese, Korean or Tamil.

### Monday, 12 June

#### Start of OLNA Term 2 Window B (Year 10–12 students)

### Tuesday, 13 June

#### Finish of OLNA Term 2 Window B writing component (Year 10–12 students)

Note: other components finish on Friday, 23 June.

## Thursday, 15 June

### Available to schools/providers in SIRS

- Physical Education Studies ATAR course practical examination elective forms listing the sport and skill level in which the student is enrolled for the practical examination.

## Friday, 16 June

### Due date for upload into SIRS2

- Authority-selected EST scripts from schools, which have opted to scan them.

## Friday, 16 June

### Transfer of registration and demographic information to Brightpath

Note: updated SRGDG and THREG files due into SIRS by Thursday, 15 June (to be included in this transfer).

## Week 9

## Monday, 19 June

### Last date for receipt by the Authority

- Applications for marking the 2023 ATAR course written examinations.
- Applications for marking the 2023 ATAR course practical examinations.

## Thursday, 22 June

### Due date for upload into SIRS

- Enrolments in VET units of competency for Year 12 students (via **ENVET** file).  
Note: inclusion of the VET Unique Student Identifier (USI) is optional for enrolments, but a requirement for achievement of VET qualifications and VET units of competency intended for contribution towards the WACE requirements.





## Friday, 23 June

### Last date for receipt by the Authority

- Information on incidents for OLNA Term 2 Window B. Details are to be entered into the OLNA dashboard.

## Friday, 23 June

### Finish of OLNA Term 2 Window B numeracy and reading components (Year 10–12 students)

-  Activities relate to or include primary schools
-  Items to be received by the School Curriculum and Standards Authority
-  Items to be available to or received by schools/providers
-  Significant to schools and the School Curriculum and Standards Authority

## Week 10

### Tuesday, 27 June ▲

Recommended last date for student transfers from **single Year 11 units** for Semester 2. See the *WACE Manual 2023* 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 unit 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.

### Friday, 30 June ◆

#### Last date for receipt by the Authority

- Changes to Physical Education Studies ATAR course practical examination sport and skill level in which candidates are to be examined.
- Changes to Music ATAR course practical examination instruments in which candidates are to be examined and their accompanists.
- Late applications to sit ATAR course examinations outside of Western Australia.
- Updates to requests from schools for adjustments (relating to disability and EAL/D) to students' tests for OLNA. Details are to be entered into the OLNA dashboard.

### Friday, 30 June ●

#### Available to schools/providers in SIRS

- Student nominations (via online form) for the 2023 VET Awards.

★ Activities relate to or include primary schools

◆ Items to be received by the School Curriculum and Standards Authority

● Items to be available to or received by schools/providers

▲ Significant to schools and the School Curriculum and Standards Authority

## Term 3

### Week 1

#### Monday, 17 July

##### Available to schools/providers in SIRS

- OLNA student login details.
- Online results from the OLNA Term 2 Window B.
- Updated student lists for OLNA.

##### Received by schools/providers

- Visual Arts ATAR course practical (production) examination submission categories data form.

#### Monday, 17 July

##### Available on the Authority website

- *Year 12 Information Handbook 2023, Part II* available to view or download from the Authority website at <https://www.scsa.wa.edu.au/publications/year-12-information>.

#### Thursday, 20 July

##### Last date for upload into SIRS

- Withdrawal of enrolment from ATAR courses with a practical examination component for Year 12 students (via **ENCOS** file).

#### Friday, 21 July


##### Due date for upload into SIRS

- Achievements for Year 11 and Year 12 students enrolled in semester courses who have transferred schools between Terms 2 and 3 (via **RSCOS** file).  
Note: this upload is optional for Year 11 and Year 12 students who are continuing their enrolments at the same school.


#### Friday, 21 July

##### Received by schools/providers

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

 Activities relate to or include primary schools

 Items to be received by the School Curriculum and Standards Authority

 Items to be available to or received by schools/providers

 Significant to schools and the School Curriculum and Standards Authority

## Week 2

Monday, 24 July ▲

**Start of OLNA Term 3 Window A (Year 10–12 students)**

Tuesday, 25 July ▲

**Finish of OLNA Term 3 Window A writing component (Year 11–12 students)**

Note: other components finish on Friday, 4 August.

Wednesday, 26 July ◆

**Last date for receipt by the Authority**

- Completed Visual Arts ATAR course practical (production) examination submission categories data form.
- Completed applications for alternative format ATAR course practical examinations.
- Completed online student applications for permission to enrol in a WACE language course in **2024** (for schools commencing the 2024 school year in Term 4 of 2023) for the study of Second, Background and First Language courses in any of the following languages: Chinese, French, German, Hindi, Indonesian, Italian, Japanese, Korean or Tamil.

Friday, 28 July ▲

**Transfer of registration and demographic information to Brightpath ★**

Note: updated SRGDG and THREG files due into SIRS by Thursday, 27 July (to be included in this transfer).

## Week 3

Friday, 4 August ◆

**Last date for receipt by the Authority**

- Information on incidents for OLNA Term 3 Window A. Details are to be entered into the OLNA dashboard.

Friday, 4 August 💧

**Received by schools/providers**

- Information on submission of proposed grade distributions for:
  - Year 12 students enrolled in Year 11 and/or Year 12 ATAR, General and Foundation courses
  - Year 11 students enrolled in Year 12 ATAR courses (Units 3 and 4).

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

Friday, 4 August ▲

**Finish of OLNA Term 3 Window A numeracy and reading components (Year 10–12 students)**

★ Activities relate to or include primary schools

◆ Items to be received by the School Curriculum and Standards Authority

💧 Items to be available to or received by schools/providers

▲ Significant to schools and the School Curriculum and Standards Authority



## Week 4

### Monday, 7 August ◆

#### Last date for upload into SIRS

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

Note:

- the last date for changes to enrolments (except withdrawals) in ATAR, General, Foundation, Preliminary and VET industry specific courses for Year 12 students was Thursday, 30 March
- the last date for withdrawal of enrolment from ATAR courses with a practical examination component for Year 12 students was Thursday, 20 July.

### Wednesday, 9 August ◆

#### Last date for upload into SIRS

- Update of 2023 registration and demographic information for Year 10–12 students (required for the OLN attendance registers and password generation) (via **SRGDG** file).

### Thursday, 10 August ◆

#### Last date for receipt by the Authority

- New or updated requests from schools for adjustments (relating to disability and EAL/D) to students' tests for OLN Window 2. Details are to be entered into the OLN dashboard.
- Final changes for enrolments in VET industry specific course units for Year 11 students (via **ENCOS** file).

#### Due date for upload into SIRS

- Enrolments in VET units of competency for Year 10 and Year 11 students (via **ENVET** file).  
Note: inclusion of the VET Unique Student Identifier (USI) 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 (via **ENEND** file).

#### Final date for upload into SIRS

- Enrolments in single Year 11 units for Semester 2 for Year 11 students (via **ENCOS** file).  
Note: after this date, this SIRS facility will be locked and no further changes (except withdrawals from these courses) will be accepted.

★ Activities relate to or include primary schools

◆ Items to be received by the School Curriculum and Standards Authority

● Items to be available to or received by schools/providers

▲ Significant to schools and the School Curriculum and Standards Authority

## Friday, 11 August

### Available to schools/providers in SIRS

- Feedback reports for ESTs.
- Feedback reports for Year 12 ATAR course EAL/D COAT.

## Week 5

## Monday, 14 August

### Last date for receipt by the Authority

- Changes to Visual Arts artwork categories.

## Tuesday, 15 August

### Available to schools/providers in SIRS

- Confirmation of 2023 ATAR course written examination accommodation arrangements.

## Friday, 18 August

### Transfer of registration and demographic information to Brightpath

Note: updated SRGDG and THREG files due into SIRS by Thursday, 17 August (to be included in this transfer).

## Week 6


## Thursday, 24 August

### Last date for receipt by the Authority


- Online completion, in the student portal, of all Year 12 student declaration and permission details (relating to the release of personal information, use of school work and examination responses).

Note:

- schools should advise students that if they do not complete this by Thursday, 24 August, all of their answers will revert to 'no'. If the student is subsequently an award recipient in December, their name will not be published.
- schools can access information in SIRS (Report *CSE058*) which will indicate which students are yet to complete the student declaration and permission details.

 Activities relate to or include primary schools

 Items to be received by the School Curriculum and Standards Authority

 Items to be available to or received by schools/providers

 Significant to schools and the School Curriculum and Standards Authority

## Friday, 25 August

### Last date for receipt by the Authority

- Completed online student applications for permission to enrol in a WACE language course in **2024** (for schools commencing the 2024 school year in Term 1 of 2024) for the study of Second, Background and First Language courses in any of the following languages: Chinese, French, German, Hindi, Indonesian, Italian, Japanese, Korean or Tamil (including non-school candidates wishing to enrol in a Background or First Language ATAR course examination).

## Friday, 25 August

### Available on the Authority website

- Front covers of the ATAR course examinations available on the Authority website at <https://senior-secondary.scsa.wa.edu.au/assessment/examinations>.

### Received by schools/providers

- Dance ATAR course written examination stimulus materials.

## Week 7

## Monday, 28 August

### Last date for upload into SIRS

- Student nominations (via online form) for the 2023 VET Awards by 4.30 pm.  
Note: late or proforma nominations will not be accepted.

## Monday, 28 August


### Available to schools/providers in SIRS

- OLNA student login details.
- Online results from the OLNA Term 3 Window A.
- Updated student lists for OLNA.


## Thursday, 31 August

### Last date to enter into SIRS

- Proposed grade distributions for:
  - Year 12 students enrolled in Year 11 and/or Year 12 ATAR, General and Foundation courses
  - Year 11 students enrolled in Year 12 ATAR courses (Units 3 and 4).Note: does not apply to VET industry specific courses or Preliminary course units.

 Activities relate to or include primary schools

 Items to be received by the School Curriculum and Standards Authority

 Items to be available to or received by schools/providers

 Significant to schools and the School Curriculum and Standards Authority

## Week 8

**Monday, 4 September** ▲

**Start of OLNA Term 3 Window B (Year 10–12 students)**

**Tuesday, 5 September** 💧

**Available to schools/providers in SIRS**

- Personalised examination timetables for the practical and written ATAR course examinations.  
Note:
  - schools/providers can download timetables from SIRS
  - students can access their personalised examination timetables via the Authority's student portal at <https://studentportal.scsa.wa.edu.au>.

**Tuesday, 5 September** ▲

**Finish of OLNA Term 3 Window B writing component (Year 11–12 students)**

Note: other components finish on Friday, 15 September.

**Friday, 8 September** ▲

**Transfer of registration and demographic information to Brightpath** ★

Note: updated SRGDG and THREG files due into SIRS by Thursday, 7 September (to be included in this transfer).

## Week 9

**Tuesday, 12 September** 💧

**Received by schools/providers**

- Practical ATAR course examination submission information for Design, Materials Design and Technology, Media Production and Analysis, Music and Visual Arts.

**Friday, 15 September** ◆

**Last date for receipt by the Authority**

- Information on incidents for OLNA Term 3 Window B. Details are to be entered into the OLNA dashboard.
- Requests for adjustments (relating to disability and EAL/D) to Year 9 students' tests for OLNA Term 4 Window. This is the first window for students who will be in Year 10 in 2024. Details to be entered into OLNA dashboard.

★ Activities relate to or include primary schools

◆ Items to be received by the School Curriculum and Standards Authority

💧 Items to be available to or received by schools/providers

▲ Significant to schools and the School Curriculum and Standards Authority

Friday, 15 September ▲

**Finish of OLNA Term 3 Window B numeracy and reading components (Year 10–12 students)**

**Available on the Authority website**

- Sickness/misadventure application form for ATAR course examination candidates.

## Week 10

Tuesday, 19 September ◆

**Date for receipt by the Authority**

- Design portfolio practical examination submissions.
- Materials Design and Technology portfolio practical examination submissions.
- Media Production and Analysis production practical examination submissions.
- Music composition portfolio practical examination submissions.
- Visual Arts production practical examination submissions.

Wednesday, 20 September ◆

**Last date for receipt by the Authority**

- French, German and Italian Background Languages personal investigation interview sheet examination submissions.

Friday, 22 September ♠

**Available on the Authority website**

- The Unit 3 content on which the EST for each Year 12 General and Foundation course will be based in 2024 <https://senior-secondary.scsa.wa.edu.au/assessment/externally-set-tasks>.
- The Unit 3 content on which the Year 12 ATAR course EAL/D COAT will be based in 2024 (page available in 2023).

## Term break

Saturday, 23 September to Sunday, 1 October (Saturdays, Sundays and the public holiday included) ▲

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

★ Activities relate to or include primary schools

◆ Items to be received by the School Curriculum and Standards Authority

♠ Items to be available to or received by schools/providers

▲ Significant to schools and the School Curriculum and Standards Authority

## Term 4

### Week 1

#### Monday, 9 October

##### Received by schools/providers

- Information about collecting achievement data for:
  - Year 12 students for courses (ATAR, General, Foundation, Preliminary and VET industry specific), 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:
  - Year 12 students enrolled in Year 11 and/or Year 12 ATAR, General and Foundation courses
  - Year 11 students enrolled in Year 12 ATAR courses (Units 3 and 4).

Note: does not apply to VET industry specific courses or Preliminary course units.
- Online results from the OLNA Term 3 Window B.
- Updated student lists for OLNA.

#### Monday, 9 October and Tuesday, 10 October

##### Collection by schools/providers

- Visual Arts production examination submissions.

#### Wednesday, 11 October

##### Collection by schools/providers

- Design portfolios, Media Production and Analysis productions, Music composition portfolios and Materials Design and Technology portfolios.

#### Wednesday, 11 October

Start of student interviews for the School Curriculum and Standards Authority's 2023 VET Awards.

#### Saturday, 14 October to Sunday, 22 October (Saturdays and Sundays included)

ATAR course practical examinations for Chinese: Second Language, French: Background Language, French: Second Language, German: Background Language, German: Second Language, Indonesian: Second Language, Italian: Background Language, Italian: Second Language, Japanese: Second Language.

## Week 2

### Monday, 16 October

#### Available to schools/providers in SIRS

- OLNA student login details for OLNA Term 4 Window. This is the first window for students who will be in Year 10 in 2024.

### Thursday, 19 October

#### Last date for receipt by the Authority

- Small group moderation partnership declarations.

### Friday, 20 October

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

#### Transfer of registration and demographic information to Brightpath

Note: updated SRGDG and THREG files due into SIRS by Thursday, 19 October (to be included in this transfer).

### Sunday, 22 October

#### Finish of the ATAR course practical examinations

## Week 3

### Monday, 23 October

#### Start of OLNA Term 4 Window (for Year 9 students who will be in Year 10 in 2024)

### Tuesday, 24 October

#### Finish of OLNA Term 4 Window writing component (for Year 9 students who will be in Year 10 in 2024)

Note: other components finish on Friday, 3 November.


### Wednesday, 25 October

#### Available to schools/providers in SIRS


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

#### Received by schools/providers

- Information about collecting achievement data for:
  - Year 11 students enrolled in ATAR, General, Foundation, Preliminary and VET industry specific courses

 Activities relate to or include primary schools

 Items to be received by the School Curriculum and Standards Authority

 Items to be available to or received by schools/providers

 Significant to schools and the School Curriculum and Standards Authority



- Year 10 and Year 11 students studying VET qualifications, VET units of competency and endorsed programs.

### Thursday, 26 October

#### Due date for upload into SIRS

- Year 12 achievement data in all ATAR, General, Foundation and Preliminary courses completed during the year (via **RSCOS** file).  
Note: SIRS automatically allocates an achievement descriptor (completed or unfinished) for VET industry specific course units once full or partial requirements have been met.
- Year 12 achievement data in VET units of competency (via **RSVET** file).  
Note: the VET USI is a requirement for achievement intended for contribution towards the WACE requirements.
- Year 12 achievement data in VET qualifications (via **RSQUAL** file).  
Note: the VET USI is a requirement for achievement intended for contribution towards the WACE requirements.
- Year 12 achievement data in endorsed programs (via **RSEND** file).
- Achievements for non-Year 12 students enrolled to sit one or more ATAR course examinations (via **RSCOS** file).

### Friday, 27 October

#### Last date for receipt by the Authority

- Student appeals against school assessment in courses studied in Year 12.
- Student appeals against languages enrolment determinations for enrolment in **2024**.

### Week 4

### Monday, 30 October

#### Start of the ATAR course written examinations

### Friday, 3 November


#### Last date for receipt by the Authority

- Information on incidents for OLN Term 4 Window (Year 9). Details are to be entered into the OLN dashboard. Results will be available in late-January 2024.


### Friday, 3 November

#### Received by schools/providers

- Information package for checking Year 12 achievements in ATAR, General, Foundation, Preliminary and VET industry specific courses, VET units of competency, VET qualifications and endorsed programs.

 Activities relate to or include primary schools

 Items to be received by the School Curriculum and Standards Authority

 Items to be available to or received by schools/providers

 Significant to schools and the School Curriculum and Standards Authority

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

### Friday, 3 November ▲

#### Finish of OLNA Term 4 Window numeracy and reading components (for Year 9 students who will be in Year 10 in 2024)

### Week 5

### Friday, 10 November ◆

#### Last date for receipt by the Authority

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

Note: schools **must** have received written evidence of RTO verification of student VET achievements before signing and submitting the VET and/or endorsed programs achievement declaration form.

#### Last date for upload into SIRS

- Changes to 2023 Year 12 student achievement data (via **RSCOS** file).

Note: after this date, this SIRS facility will be locked and it will not be possible to upload further changes (except for changes to Year 12 student VET and/or endorsed programs achievement data). Changes to Year 12 student VET achievement data can be made up until Tuesday, 21 November.

- Final registration and demographic information for Year 12 students (including total number of community service hours completed, if being reported by the school) (via **SRGDG** file).

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

### Friday, 10 November ▲

#### Transfer of registration and demographic information to Brightpath ★

Note: updated SRGDG and THREG files due into SIRS by Thursday, 9 November (to be included in this transfer).

### Week 6

### Thursday, 16 November ◆

#### Last date for receipt by the Authority

- Applications seeking permission for Year 10 students in 2025 (Year 8, 2023), who are part of a specialist program (i.e. gifted and talented) or are accelerated language students, to have achievements in ATAR Units 1 and 2 contribute towards meeting the WACE requirements.

★ Activities relate to or include primary schools

◆ Items to be received by the School Curriculum and Standards Authority

● Items to be available to or received by schools/providers

▲ Significant to schools and the School Curriculum and Standards Authority

Friday, 17 November ▲

Scheduled finish of the ATAR course written examinations

## Week 7

Tuesday, 21 November ◆

**Last date for receipt by the Authority**

- Completed sickness/misadventure application forms.

**Last date for upload into SIRS**

- Changes to 2023 Year 12 student VET and/or endorsed programs achievement data (via **RSEND**, **RSVET** and **RSQUAL** files).

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

## Week 8

Tuesday, 28 November ▲

Student interviews for Beazley Medal: VET.

Thursday, 30 November ◆

**Due date for upload into SIRS**

- Final registration and demographic information for Kindergarten–Year 11 students (via **SRGDG** file). ★

Friday, 1 December ▲

**Transfer of registration and demographic information to Brightpath** ★

Note: updated SRGDG and THREG files due into SIRS by Thursday, 30 November (to be included in this transfer).

## Week 9

Thursday, 7 December ◆

**Last date for receipt by the Authority**

- Applications seeking permission for Year 9 students to have VET units of competency to be studied in **2024** contribute to their WACE.

**Due date for upload into SIRS**

- Year 11 achievement data for ATAR, General, Foundation and Preliminary courses data (via **RSCOS** file).

★ Activities relate to or include primary schools

◆ Items to be received by the School Curriculum and Standards Authority

● Items to be available to or received by schools/providers

▲ Significant to schools and the School Curriculum and Standards Authority

- Year 10 and Year 11 achievement data for VET units of competency, VET qualifications and endorsed programs data (via **RSEND**, **RSVET** and **RSQUAL** files).

Note:

- SIRS automatically allocates a grade for VET industry specific course units once full or partial requirements have been met
- the VET USI is a requirement for achievement intended for contribution towards the WACE requirements.

#### **Last date for upload of changes into SIRS**

- Final registration and demographic information for Kindergarten–Year 11 students (via **SRGDG** file). ★

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

#### **Friday, 8 December ▲**

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

#### **Week 10**

#### **Thursday, 14 December ◆**

#### **Last date for receipt by the Authority**

- Student appeals against school assessment in courses studied in Year 11 in 2023.

#### **Summer holidays**

#### **December – date to be confirmed ▲**

Year 12 students' results available online via the Authority's student portal.

#### **January 2024 ▲**

Western Australian Certificate of Education (WACE), ATAR course reports, Western Australian Statement of Student Achievement (WASSA) and award certificates for Year 12 students available online via the Authority's student portal.

★ Activities relate to or include primary schools

◆ Items to be received by the School Curriculum and Standards Authority

● Items to be available to or received by schools/providers

▲ Significant to schools and the School Curriculum and Standards Authority

