



School Assessed Coursework Policy 2018

To achieve your VCE you must pass 16 units, three units must be from English, and you must pass English at Unit 3 and 4 level. The remaining units come from your choice of VCE studies.

Three of these other studies/subjects must be at Unit 3 and 4 level.

Units 1 and 2 are marked by your school; your teachers will set a range of assessments to see how you are progressing. The assessments have deadlines and you will need to plan your work and finish your work on time.

School assessed Coursework (SAC) is completed at school. For Units 1 and 2 you will receive either S (for Satisfactory), or N (for Not Satisfactory).

The aim of this policy is to ensure consistency in the running of School Assessed Course Work at Sale College.

1. All SACs are to be completed according to VCAA and Study Design guidelines.
2. Students who miss a SAC must do the following to obtain a score:
 - When possible, inform the school prior to SAC that they will be away on the date of completion.
 - Provide a reason for their absence.

Justifiable reasons

- If the student is ill, provide the school with a medical certificate.
- Representing Sale College in an extra-curricular activity, requiring notification to the student's teachers prior to the activity.
- Absent due to work placement.

Unjustifiable reasons

- Ill without a medical certificate.
- Any unapproved absence (See attendance policy).

Completion of SAC

Students who miss a SAC will be required to complete the task after school. This must occur within a reasonable timeframe and in consultation with the subject teacher and year coordinator, after the due date of the SAC. This applies whether the student was on approved absence or non-approved absence.

Lost, stolen or damaged School-assessed Tasks

If a student/teacher has lost a School – assessed Coursework, or a Task has been stolen or damaged, they must complete a written statement of the circumstances. The statement must be signed and dated. The school must complete the Lost/stolen/Damaged School-assessed Tasks form, enter an estimated score on VASS, and send the form to VCAA. The principal, acting on advice from the teacher and on the basis of records kept, will determine an initial assessment. The initial assessment may be adjusted as a result of the review process.

Administration of School Based Assessments

Teachers must be guided by the advice from the VCE and VCAL Administrative Handbook when setting, conducting and assessing their school based course work, to ensure access, fairness and consistency for all students. See link below to advice from this resource.

http://www.vcaa.vic.edu.au/Documents/handbook/2017/adhb17_full.pdf

Appealing a School Based Assessment.

Where a student feels that the process or assessment outcome for a school based assessment is not fair or accurate they should put this concern in writing to the Campus Principal.

The Campus Principal will investigate the complaint based on evidence collected from the classroom teacher and the student/s concerned.

The finding of this investigation will be made in a timely fashion and communicated in writing to all parties involved.