

SALE COLLEGE

SCHOOL ASSESSED COURSEWORK POLICY

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.