

SCHOOL ASSESSED COURSEWORK POLICY

To achieve your VCE students must pass 16 units; three of these units must be from English, and two of these English units must be at Unit 3 and 4 level. The remaining units come from your choice of VCE studies. Three of these studies must be at Unit 3 and 4 level in addition to your English units.

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). Units 3 and 4 you will receive either an S or N and a score will be provided to VCAA that will contribute to your overall study score.

SACs 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 and finish your work in suitable set by the classroom teacher.

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 the SAC that they will be absent on the date of completion.
 - Provide a reason for their absence.

Justifiable reasons

- Illness with a medical certificate.
- Representing Sale College in an extra-curricular activity.
- Absent due to work placement.

Unjustifiable reasons

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

Students may be at risk of receiving a zero score if a suitable reason is not provided. This will be decided on an individual basis, in consultation with the parents, year level leaders and/or Principal.

Students who miss a SAC for any reason will be required to complete the task after school at the SAC Catch-Up sessions run from 3.30pm in the College Library on Tuesdays-Thursdays. This must occur within a reasonable timeframe and in consultation with the subject teacher and year level leader.

Minimum Requirements

Students in all subjects must demonstrate an understanding of **at least 50%** of the course content. If a student fails to meet this as a minimum requirement in a SAC, they will be expected to attempt a redemption task administered at the SAC Catch-Up sessions. An appropriate time must be organised between the student and their classroom teacher. Additional redemption tasks may be set as necessary.



Completion of SAC

Once a SAC is completed, feedback and results will be provided by the classroom teacher within a two-week time frame. Class time will be allocated to provide verbal and/or written feedback within this period. This will also be used to organise a suitable time for any possible redemption tasks.

Lost, stolen or damaged School-assessed Tasks

If a student/teacher has lost a SAC, 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.

<https://www.vcaa.vic.edu.au/Documents/handbook/2019/adhb19.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.

Communication via Compass

Where a student has failed to complete or meet the requirements to satisfactorily pass an outcome, this information must be communicated by the classroom teacher through Compass in a timely manner. This must also be reflected on their GPA and Requirement Not Met notices.