

## SACs completed outside class - Procedure

Includes failed SAC re-sits and absences

### **FAILED SCHOOL ASSESSED COURSEWORK (SAC) UNITS 1-4**

**If a student has not attained 50% on a SAC:**

1. Fill out a copy of Appendix 4a and make 3 copies.
2. Meet with the student:
  - a) Go over the SAC and answer any questions they may have, offer helpful suggestions for pathways to success.
  - b) Give them 2 of the 4a forms to take home
  - c) Arrange a suitable time to re-sit the SAC when you are sure that the student has attained enough information to pass - extra teaching might be needed.
3. Telephone or email the student's parent/s, explaining that:
  - a) The student has failed the SAC and (or not) the Outcome. Explain if needed.
  - b) You have met with the student
  - c) A day/time for the re-sit has been arranged
  - d) Two forms are coming home: one to keep, one to sign and return
  - e) The original mark stands but you are providing an opportunity for the student to receive an S for this SAC / Outcome
4. Give a copy of the 4a form to the VCE Coordinator. File the original for yourself.
5. If at all possible, supervise the re-sit yourself. It must occur after school hours. You may set the SAC for Wednesday afternoons and notify the VCE Coordinator who will supervise.
6. Put the SAC in a plastic sleeve with clear instructions to the supervisor (e.g. One page cheat sheet allowed, no calculator, time allowance). Also, note the DAY and TIME of the SAC on this sheet. Hand to the supervisor.
7. After marking the SAC, put your feedback onto Edumate and note the new mark there. This is for the student/parent's info but the original mark must not change on Markbook.

\* The repeat SAC for failed SACs can be the same as the original if you think that is appropriate. Maths' SACs etc will need some modification. Remember, the initial mark stands and our goal is to help the student to achieve at least a pass standard.

### **ABSENT ON DAY OF SAC - illness**

**If other than illness e.g. holiday, student's parents must inform the college in writing or use the VCE appendices as relevant**

1. Doctor's certificate/stat dec must be sighted by the teacher and filed with the VCE Coordinator.
2. Schedule the SAC for after school. If you can't supervise, schedule for Wednesday afternoon 3.30pm and notify the VCE Coordinator who will supervise.
3. Put the SAC in a plastic sleeve with clear instructions to the supervisor (e.g. One page cheat sheet allowed, no calculator, time allowance). Also, note the DAY and TIME of the SAC on this sheet. Hand to the VCE Coordinator.

## SACs completed outside class – Procedure

4. Use an alternate SAC wherever possible (alternate year's SAC) to ensure authentication.