

School Assessed Coursework (SAC) Policy

The following policy applies to students who are absent on the day of School Assessed Coursework task.

In line with guidelines set by the Victorian Curriculum and Assessment Authority, if a student is absent on the day of a SAC (School Assessed Coursework) they **must** provide a Medical Certificate or have a school approved reason to support their absence in order to reschedule this SAC.

Examples of school-approved reasons could include: school excursions, sport, personal circumstances and school-based apprenticeships.

If a student misses a SAC and does not provide a medical certificate or have a school-approved reason and misses a SAC, they will receive NA for the scored assessment. They will still be required to complete the SAC, as it will be used to demonstrate if the student has achieved the outcome for that subject.

Conditions for School Assessed Coursework:

- ✓ *Students are not permitted to bring mobile phones, iPods, smart watches and/or other electronic devices into the SAC (room).*
- ✓ *No materials other than writing implements, paper and other required items (e.g. Calculators) are permitted on desks/tables during reading and writing time.*
- ✓ *Bottled water will be allowed only. No other food or drink is permitted in the SAC room.*
- ✓ *Students are advised that any additional materials that are permitted (such as calculators and dictionaries) in the SAC room will be checked by supervising teachers before the SAC.*
- ✓ *Students are not permitted to leave the room during the SAC.*
- ✓ *Students are advised that the maximum penalty for plagiarism or any form of cheating in a SAC is immediate dismissal from the College. Students will also not obtain a grade or score for the SAC.*

