SAC Policy - updated December 2019

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viii. SAC assessment tasks should not replace or be incorporated into the School's trial examinations
conducted as preparation for the end of year VCAA examinations. Only in exceptional circumstances
would this be allowed (see rule IV.d. below)

ix. SACs must NOT be scheduled after the start of the VCAA exam period, nor will student work
submissions be accepted beyond the VCAA exam period.

x. Language Oral assessments should not be conducted in the SLC interview rooms as these rooms are
required for student management issues.

III. Re-scheduled SAC and SAT assessment tasks

i. Students are required to attend all scheduled classes on the day of a SAC and in the days leading up
to a SAC. Failure to do so may result in a refusal to allow the student to undertake the SAC or the
awarding of a score of zero. The School recognises that students may be absent from scheduled
classes for a number of legitimate reasons. These include:
x Attending another school approved activity
x Absence due to illness supported by a certificate from a treating medical doctor
x Absences for other reasons (e.g. funeral, religious activity,

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of zero.

v. Rescheduling of SACs

a. Rescheduled or catch-up SACs must not be scheduled during Senior Sport (Thursday
lunchtime onward). The only exception could be when the student missed the SAC due to an
authorised MHS sporting event. In this case the class teacher or subject co-ordinator can
make a formal request in writing to the Director of Sport who will then decide whether the
student is permitted to sit the SAC during Senior Sport time.
b. Unless arrangements have been made between the student and class teacher, the default
timing of the SAC re-sit will occur on the afternoon of the next Tuesday afternoon.

e.g. Chemistry SAC missed on Wednesday 12 April due to student illness. The student can then
expect to sit the SAC the following Tuesday 18 April, beginning at 3.35pm. This will be
supervised by an Education Support staff member and will typically be held in N.31. The SAC
duration will be the same as the original SAC.

vi. Normally, arrangements for rescheduling SACs are made directly with the class teacher or subject
coordinator; however, it may sometimes be appropriate for SLCs to facilitate arrangements.

IV. Assessment of Coursework
a. The assessment guides for each subject specify the marks to be allocated to each task. The
School will inform students of the criteria for assessment of each SAC. Students will be issued
a raw score or a letter grade (A+ to E or UG) for each SAC, depending upon the task.
b. Note that these marks/grades are provided to students as a form of feedback on specific SAC
performance and are not to be regarded as final marks or letter grades for school assessment.
c. If in the judgement of a teacher, work submitted over the course of a Unit has not
demonstrated one or several outcomes, the relevant SLC must be notified of a provisional N
result by no later than the trigger date set for each semester (see below):
Units 1 and 3 - Monday of Term 2, Week 8
Units 2 and 4 - Monday of Term 3, Week 9

d. The SLC will notify the student and parent of the provisional N result and negotiate with the
teacher to allow the student to complete or submit further work to redeem an S result. For
Unit 4, the Trial Exam may serve as the opportunity to demonstrate the required outcomes.