



MELBA COLLEGE ASSESSMENT FOR UNIT 3 AND 4 POLICY

RATIONALE:

School Assessed Coursework or School Assessed Tasks (SAC/SAT) will be presented to students enrolled in Unit 3 and 4 studies as prescribed by VCAA (Victorian Curriculum Assessment Authority). This policy will ensure that a consistent, fair and clear set of procedures apply to all students and staff in relation to the administration of SAC/SAT, thus maximising student opportunities for success.

GUIDELINES:

- A Course Outline will be prepared by the class teacher and distributed to students for each unit of study by the end of the first week of classes. The Course Outline is to be discussed with and checked by the relevant Domain Leader. The Course Outline will indicate intended dates of each SAC/SAT (according to the week of the Semester).
- A copy of the Course Outline must also be forwarded electronically to the Senior School Leader.
- The class teacher must distribute a hard copy of the SAC/SAT to each student. This will include an accompanying Criteria Sheet.
- A minimum of one week's prior notification of the date of the SAC/SAT must be given to all students.
- A Work Requirement component may be used as part of the authentication process to determine task completion and/or authenticity.

IMPLEMENTATION:

Please note, the words 'Outcome Task', 'SAC' (School assessed Coursework) and 'SAT' (School assessed Task) are interchangeable and indicate any Task designed to satisfy the requirement of an Area of Study from all VCAA study designs.

- Students are required to complete the SAC/SAT on the date pre-set by the teacher. This date needs to be clear of events at the time of setting the date.
- Under normal circumstances, if the student fails to submit the required work, or does not attend the prescribed session to sit the SAC, the result for the task will be recorded as 'N' (Not Satisfactory). The Task will be scored as zero.
- Students who receive an 'N' result for a particular task, either through non-submission, non-authentication, failure to attend, or unsatisfactory standard, are eligible to convert the result to 'S'. Teachers of those students must implement the College "Missed or Failed Assessment Process".
- The student has the responsibility of notifying the classroom teacher when another activity is scheduled that will clash with an SAC/SAT.
- The Sports Coordinator must notify the Year Level Leader immediately if a sports event is scheduled at short notice that involves senior students. This notification should include the names of participating students and the date of the competition. The Year Level Leader then has the responsibility of notifying class teachers.
- Under exceptional circumstances the non-submission of a medical certificate will be taken into consideration. These will be considered by the Year Level Leader and a member of the Principal class, and will be dealt with on a case by case basis. Parents/Guardians must inform

the school immediately if these circumstances exist, and apply for special consideration of their case through the Year Level Leader.

EVALUATION:

- Due to the variety in the nature of SAC/SATs across the Domains and the changes that may be made to those assessments this policy should be reviewed annually to ensure that it is appropriate to the SAC/SATs being done by the students in the following year
- If any Domain believes that this policy cannot be applied to any of their SAC/SATs then the Senior School Leader should be advised immediately.

LINKS:

- Melba College Administration of SAC/SAT Procedures
- Melba College Assessment for Unit 1 & 2 Policy
- Melba College Assessment for Year 10 Policy
- Melba College Excursions Policy
- Melba College Camps and Tours Policy

Prepared By:	Submission to Council	Review Date:
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