



## 2020 Remote Learning SAC Rules

SACs must be conducted under similar condition where possible to ensure equity and fairness for all students at Catherine McAuley College. Staff should implement the following rules for SACs completed in class under examination conditions and for those SACs completed outside of class.

1. No books, iPods, phones, electronic watches etc. at the desk area. All electronic devices, except for electronic devices that are used to complete the task must not be at the student's workstation.
2. Student should only have the required equipment for the SAC at the student's workstation e.g. cheat sheets or calculators.  
Pencil cases are only able to be at the area if it is see through, if not just pens etc. on the desk.
3. No communication with other students, or members of the household during the time
4. Students should not be leaving the student workstation for any reason, unless they have been granted special provision. This included bathroom breaks, food and drink. Students should not be given any additional time if they do have a break (exception special provision which individual families are aware of)
5. (i) Any absence due to illness requires Parents to contact subject teacher on the morning of the SAC to explain the illness.  
(ii) If students know in advance that they will be unable to sit a SAC, it is a requirement that contact is made with the subject teacher.

**NOTE:** SACS may not always be able to be rescheduled in remote learning we would advise students to always complete the task at the given time when possible.

6. Authentication – All students must complete the SAC Authentication Record either this may be completed on line on a google form. Students should have one record per subject. In the record students should sign and directly under this the student's supervisor should also sign. The signing of this document authenticates student work and that all SAC rules have been followed.

Supervisors should also follow the following VCAA examination rules when SACs are conducted under examination conditions as stated in the VCAA Handbook.

*"A student undertaking assessment under test conditions as part of School-based Assessment in Units 1 to 4 must comply with VCAA examination rules"*

Students should take particular note of Rule 1 in the VCE examination rules

1. **Students must not cheat or assist other students to cheat, including taking any action that gives or attempts to give them or another student an unfair advantage in a VCE external assessment.**

<https://www.vcaa.vic.edu.au/assessment/vce-assessment/Pages/ExaminationRules.aspx>