

SAC REDEMPTION PROCESS



STUDENT FAILS A SAC

STEP 1 - Teacher records grade on Compass

STEP 2 - Teacher notifies student about the redemption and organises time, place and date within two weeks of original SAC

STEP 3 - Teacher informs parent/carer of redemption using Compass template

STEP 4 - Teacher offers assistance to student in line with agreed Faculty Policy on redemption

STEP 5 - Redemption occurs

STEP 6 - Student successfully redeems SAC. Teacher records satisfactory result but the original score remains

STEP 6 - Student does not redeem the SAC
Did not attend and does not have a medical OR
Did not successfully redeem
Teacher records an N and the score remains

STEP 7 - Teacher informs the student, parent and team leader via email

STEP 8 - Team Leader informs parents/carers by letter and has discussion with student about appeal process and pathways

STEP 9 - Student can appeal in writing within 7 days to the Assisntat Principal (Senior School) who will convene the VCE Committee

VCE Committee - Appeal is upheld
The student may have an opportunity to resit the SAC or redemption

VCE Committee - Appeal is not upheld
Student fails the unit. Student meets with Team Leader and MIPs to discuss pathway