EXTENSION FORM

Is only given to students who have missed a SAC due to a;

- Medical reason (must have a medical certificate)
- significant family/personal issue (parent must contact Senior School Manager)
- School Excursion/School Activity

**VET clash:** You should attend the SAC as first priority. You should let your VET teacher know what session you will be out so you can be correctly marked present on the electronic roll.

- Alternatively if you cannot miss VET according to the VET teacher (not your decision) you will sit the SAC after school on the same day.

**NB:** Extension forms will not be given to students who do not finish pre-requisite tasks, chapter questions, course work etc. on time.

If you do not complete coursework on time, you will need to work at lunchtimes, after school, at homework clubs etc. **Students must negotiate with the class teacher to sit an alternative SAC if they are ill-prepared to sit the SAC on the scheduled day and they are present.**

**PROCESS**

1. Obtain a medical certificate
2. collect a blue *Extension From* from Kate within the week. If you do not collect the necessary signatures within a week your classroom teacher will contact your parents.
3. complete the SAC in the VCE Centre after school on the scheduled day. Ensure you bring all the necessary equipment.
4. Kate will return the completed SAC to your classroom teacher for assessment

**RE-SIT FORM**

Given to students who have not demonstrated satisfactory skills and knowledge and received a score of < 40% in a SAC (<50% English). **Re-sits must be completed within a week of students receiving their results.**

**PROCESS:**

1. Your classroom teacher will contact parents and inform them of the re-sit, negotiate a day (Monday-Thursday, 3.20-4.30pm) and discuss any academic issues.
2. Collect the yellow *Re-Sit Form* from your classroom teacher. Your teacher will explain what areas you need to revise and improve, fill out the section on the form with you and sign it.
3. take the *Re-sit Form* home and get a parent signature, revise and then return the form when you sit the re-sit.
   The Senior School Manager will sign off when you complete the task.
4. Kate will return the SAC to your teacher for assessment

**NB:** You will be required to re-sit the whole SAC again, regardless of what section dragged your score below the 40/50%. This also ensures fairness and equity for all students in the class.

**Remember that the original SAC score will be the one recorded.**

**Students can only complete ONE re-sit per SAC.**