



# KORUMBURRA SECONDARY COLLEGE

*“Developing lifelong learners who are respectful, resilient, strive for excellence and are productive members of their community”*

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Friday 3<sup>rd</sup> June, 2022

Dear Parents, Students and Teachers of VCE & VCAL,

Again in 2022, we find ourselves in ‘newly unprecedented times’ regarding the way COVID 19 affects our working lives. In light of the challenges many students are facing this term in completing and submitting their work, we would like to propose an interim policy for submission of S/N Tasks and SACs / SATs to act as addendum to our Senior School Handbook. [With regard to VCAL students, please see notes on second page].

To recap, handbook currently states:

All Unit 1 – 4 subjects require S/N Tasks separate from SACs which are compulsory pieces of work.

- These must be completed in order to attain a satisfactory outcome for each subject. This ensures that even if students do not pass a SAC they may still be awarded the unit.

WHAT HAPPENS IF YOU MISS A SAC?

- It is a school’s responsibility to ensure that no student has an unfair advantage when completing SACs. If a student is away on the day of a SAC and has additional time to prepare, it is unfair to other students. If a student knows in advance that they will be absent on the day of a SAC they may organise with the teacher and coordinator to complete the task early.
- If a student misses a SAC due to unforeseen circumstances such as illness, they must bring documentation (e.g. a medical certificate) to support their case for sitting the SAC at a later date.
- This evidence must be presented to the coordinator as soon as the student returns to school. Failure to provide suitable evidence will result in a score of zero for the assessment. However, the student will still be given an opportunity to complete the task to achieve an S for the outcome.

Essentially, Teachers and Administrators have dates set by the VCAA that must be met so that VCE outcomes are entered as ‘S or N’ in via VASS. The compulsory work that students are set, to achieve outcomes are called ‘S/N’ tasks (at KSC) and the completion of these is vital. These tasks **MUST** be listed by teachers in Compass under the Learning Tasks tab with the due date and details of the task. If, however, you cannot meet a deadline for an S/N task, because of illness you **MUST** communicate with your teacher and / or coordinator.

In the case of COVID this would mean an email or TEAMS message from either you or your parent / guardian. Extensions may be granted on a case-by-case basis, for S/N tasks in Units 1-4, however by the administrative deadline ALL these must be completed in order to pass the Unit. As you can appreciate, the closer to the deadline students complete these tasks the ‘easier’ and more relevant the work, however it is possible to catch up to achieve a pass.

**In the case of SACs, KSC will still require a medical certificate if a student is absent on the day. For SATs this will be required if a student knows they are going to miss the deadline for a folio-based task. If a student misses a SAC because of a COVID positive result, students should register their status via the following website: <https://www.coronavirus.vic.gov.au/report>**

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From here you will receive a text message from the Department of Health which you should provide to the school as proof of your COVID status, in lieu of a medical certificate because of isolation.

SACs and SATs are essential for the purpose of assessing students' abilities, ranking students' work and contributing to a (potential) study score for that subject – pending statistical moderation by the VCAA at the end of the academic year for Units 3-4.

**All students should be aware that if they miss a SAC due to COVID or any other reason, or the student returns after a long absence, & they have a medical certificate they may be given an extension to complete this.** In most cases the material will be different to the 'original' SAC to avoid issues of inequity or plagiarism. In the case of an extension or change of date for a SAT, or where large amounts of work have been completed at home, teachers may ask you to complete VCAA Authentication documents to ensure that the student's work is their own. (Please see MN for more details if necessary).

In some cases where a SAC cannot be rescheduled (or the administration of this proves too difficult), a SAC may be rescheduled under the 'Remote and Further Learning Policy' which was developed in 2020. A subject teacher may choose to enact this delivery method but will do so with the Senior School Coordinator's consultation and approval.

Currently our Senior School Attendance Requirements state that a student who misses 10 or more classes of any VCE subject which they are enrolled in, risks failing the Unit. We have this policy in place to ensure students attend the maximum number of classes in every subject possible. However, should a student's absences exceed this number in 2022, due to COVID related absences, an exemption may be sought from the Senior School Coordinator on behalf of the principal.

**Regarding VCAL programs**, the nature of the certificate is such that successful completion of the minimum units of credit may be certified in either July or December of an academic year through VASS. Therefore, VCAL students have longer to complete the following: **a minimum of 10 credits (including a minimum of 2 credits for Literacy and Numeracy Skills), which are the units taught as part of the VCAL course at school AND, 90 hours of completed VET modules or Units of Competence.** If a VCAL student finds themselves unable to attend either their VETDSS (TAFE) or classes at KSC due to COVID please contact your coordinator or the SSO as soon as possible.

In short, communication with the Senior School office is vital. As a team, we are willing and able to help you achieve your VCE, VCAL and VET goals, but we can only do that if we are aware of your personal situation. I am extremely confident that our staff can and will make every effort for you to pass and fulfill your aspirations this year- and every year.

Please do not hesitate to contact the Senior school office to discuss any issues, raise any questions or clarify any points in this communication.

Kind Regards

Melissa Neill  
Senior School Coordinator

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