

Teacher Procedures for assessing students with SAC Conditions

Teachers and Students BEFORE the Assessment

- Teachers **must give students a minimum of one weeks'** notice of their upcoming assessment date.
- Students and Parents receive a weekly reminder email requesting SAC conditions for an upcoming assessment: [SAC Booking form](#)
- The students will be required to request their SACs, giving the SAC coordinator a minimum of five days' notice. Using app: Reminder email sent out each week to book in SAC conditions. Using the app students outline assessment, date, time and SAC requirements.
- The SAC coordinator will make SAC arrangements with Teacher Aides and volunteers and will find a venue for the assessment to take place.
- The SAC coordinator will email all the SAC arrangements to the parents, students, and teacher.

What TEACHERS CAN DO TO SUPPORT SAC students before the Assessment:

- Speak to the student one on one and what they feel works best for them.
- Sometimes students may choose to not use their SAC conditions on the day of assessment. **Teachers must provide these conditions every single time.**
- Teacher can remind students of the SAC procedures and that it is students' responsibility to request SAC conditions.
- Teacher must inform students of upcoming assessment due dates and requirements, including milestone information. The teacher brings these to the students' attention when the assignment or assessment notification is handed out.

Teacher Procedures ON THE DAY of the Assessment:

- Reader Writer Procedure Assessment: On the day of the assessment, before 09.00am, leave 2 named papers per student (STUDENT+TA) in the cubby of the HOD of Learning Support.
- Clearly indicate the name of the relevant teacher.
- TAs collect and return all papers to the cubby of the relevant teacher.
- Students who are eligible for extra time must do the assessment with the other students in class but must be given an extra 10min per hour assessment by the teacher.