

## Private Candidature Policy

The SACE Board of South Australia expects all students to meet the assessment requirements set out in the subject outline. Exemption from the school assessment component – described as private candidature provision – is not generally available. However, a student may enrol as a private candidate at Stage 2 in special circumstances.

### Policy principles

1. All students undertake the school assessment component and external assessment component as outlined in the relevant subject outline.
2. For some Stage 2 subjects, in certain circumstances, the school assessment component can be waived.

### Relevant legislation

The Board operates under the authority of the SACE Board of South Australia Act 1983. Section 15 (1) of the Act sets out the functions of the Board. The functions that relate to this policy are:

- (f) to assess, in such manner and to such extent as the Board thinks fit, achievements in or satisfactory completion of subjects, courses or other requirements determined by the Board for the purposes of the SACE;
- (g) to recognise, in such manner and to such extent as the Board thinks fit—
  - i. assessments of students made by schools, institutions or other authorities or organisations;
  - ii. the achievements of a student in or towards completion of any activities or requirements recognised by the Board for the purposes of the SACE;
- (i) to prepare and maintain records of assessments or achievements made or recognised by the Board and to provide, on request, a copy or extract of those records to a student or former student or to such other person as the student or former student may direct;
- (j) to certify the successful completion by a student of any studies or other activities that contribute to qualifying for the SACE and, if or when the SACE has been achieved, to award the SACE;

### Policy statement

A private candidate is a student who is given approval by the Chief Executive of the SACE Board to complete a Stage 2 subject without completing and submitting the school assessment component. A private candidate is enrolled in that subject with the SACE Board of South Australia.

Private candidature in a Stage 2 subject applies only to those subjects where the external assessment component assesses all the learning requirements of the subject. Private candidature is available only where there is a valid absence of the school assessment component, for example:

- distance education provisions are not available
- schools within a reasonable distance of the student do not offer the subject
- schools do not provide for part-time students and thus the student is unable to obtain tuition from them

- some extraordinary circumstance (e.g. overseas placement) warrants special consideration by the Chief Executive of the SACE Board of South Australia.

The private candidate must undertake the external assessment component. The subject grade (and its associated numerical value for the subject grade) for the private candidate are calculated using the raw score obtained in the external assessment component.

Private candidates who, for any reason, are not able to attend the external assessment cannot receive a raw score, a subject grade (or an associated numerical value for the subject grade).

Private candidates may receive a grade of A+; however, in the context of the Merit Certificate rules, they are not eligible for Merit Certificate listing for this subject as they did not receive an A+ as an overall subject grade for the combined school and external assessment components.

## Policy procedures

### 1. Applications from students

Students who wish to be considered private candidates in a subject must apply in writing to the Chief Executive. The approval for private candidature should be received by the end of March (unless there are some extraordinary circumstances).

### 2. Enrolments

Private candidates are enrolled with the SACE Board of South Australia.

### 3. School responsibilities – request for private candidature

Schools may consider making an application for private candidature if, in the view of the principal, the grounds are warranted. Early in Term 1 the principal should make a request in writing to the Chief Executive outlining the circumstances. If the request is approved, the Board completes the enrolment on behalf of the school and formally advises the principal.

### 4. School responsibilities – conversion to private candidature

A school must inform the Board and the student if it believes it cannot reasonably supply a valid school assessment result for a student who is enrolled in a subject that has an externally assessed component that meets all the learning requirements of the subject. Such students can be identified by the school on the school assessment online results sheets as having 'no assessment'. An accompanying letter, signed by the principal and student, can request conversion to private candidature. This must be done before the due date for school assessment online results sheets, advised annually in the SACE Operations Manual.

It is the principal's decision not to supply a school assessment result for a student. A principal may make this decision because a student has been absent from school for a large part of the year, or began the program late because they transferred from another school, or did not complete enough assessments to be able to receive a valid school assessment result.

Once a conversion to private candidature is approved, the student's enrolment in the subject will be transferred from the school to the SACE Board.

### 5. Determining a subject grade for private candidates undertaking a Stage 2 subject

The subject grade for a private candidate in a Stage 2 subject will be in the range of A+ to E-. It will be based solely on the raw score in the external assessment component. The subject grade will have an associated numerical value for use in the calculation of higher and further education selection processes.