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**ISC Redemption Policy 2025**

**The Redemption Policy outlines the process for submission of work and consequences for unsubmitted work or work that is of an unsatisfactory standard. This policy applies to students at all year levels.**

**Students will receive a global S/N on their semester reports, based on the average scores for assessment tasks and classwork in each subject. An “S” requires a score of 50% or above.**

**Work Submission Process**

* Teachers set due dates which are communicated to students when the task is given out. Due dates for assessment tasks are communicated to parents and students via Compass.
* Teachers are responsible for noting on Compass when assessment tasks are submitted.
* If a task is submitted on time but is graded as NS (Not Satisfactory -below 50%), students have a two-week window to resubmit the task. Tasks submitted within this two-week window will be assessed as meeting a minimum requirement and receive a maximum grade of 50%, if it is of satisfactory standard.
	+ Staff are to inform parents that the two-week window to complete work has commenced, via learning task email.
	+ After the two-week redemption period has expired, the task will be recorded as “Not Satisfactory”, and the original grade will stand.
	+ For year tens, redeemed tasks that are satisfactory will receive a max percentage of 50%, if not redeemed, the original grade stands.
* Tests: When a student fails a test, (below 50%), teachers will provide an opportunity to re-sit the test within two weeks of the original test date. This may have to be completed at lunchtime, so it doesn’t impede the new learning class time.
	+ Staff are to inform parents of the re-sit date via learning task email.
	+ If the student misses the re-sit date, the task will be recorded as “Not Satisfactory”, and the original grade will stand. (unless the absence is explained, in which case another date will be set as soon as practical).
	+ If the student passes the re-sit, a maximum grade of 50% will be allocated.
* When a student fails to submit an assessment task by the due date, the following Redemption Process applies:
	+ The student is given a two-week window in which to complete and submit the task. During this time the work will continue to appear on Compass as ‘Not Received’.
	+ Work submitted within this two-week window will be assessed as meeting a minimum requirement and receive a maximum grade of 50%, if it is of satisfactory standard.
	+ Staff are to inform parents that the two-week window to complete work has commenced, via learning task email.
	+ After the two-week redemption period has expired, the task will be recorded as “Not Received” and graded as 0%.
* Parents are encouraged to regularly check Compass for due dates and to check submission of work.
* If not ‘turned in’ on Google classroom, it will not be acknowledged as handed in/completed and will not be marked.
* Students with chronic absentism and other extenuating circumstances where the student has not attended enough classes to be accurately assessed, will be reported as ‘DNP’ as outlined in the Teacher Judgement for Special Circumstances
* For students completing a VCE subject, please refer to the VCE Redemption Policy.

**Students suspected of using AI to generate an assessment task**

* Students are responsible for proving that the work they submit is their own and has not been generated by AI or any other external tool that bypasses the student's independent effort.
* **Proof may include, but is not limited to:**
	+ The student to provide a detailed explanation of the process used to complete the task.
	+ Drafts, notes, version history or sketches that demonstrate development of ideas.
	+ Any research or references that show the student's thought process.
	+ A meeting with the teacher to explain how the student completed the task.
* If a student fails to provide credible evidence that the work is their own the work will be treated as “Not Satisfactory”, and the two-week redemption window shall apply as outlined above.