

## **VCE and VCE VM Redemption Policy**

### **Purpose**

This policy outlines Kurnai College's expectations to provide students with structured opportunities to achieve a satisfactory achievement of a unit.

### **Scope**

This policy applies to classroom teachers, and is to be supported by the VCE and VCEVM coordinators, advocates and campus principals.

### **Satisfactory completion of a unit**

To obtain a satisfactory (S) result for a unit, a student must demonstrate their achievement of the set of outcomes as specified in the study design.

The teacher's decision about the satisfactory completion of outcomes is based on an holistic judgement of whether or not the student has demonstrated achievement of the outcomes for that unit. This is based on the student's overall performance in a combination of set work (learning activities) and outcome tasks (assessments).

If, in the teacher's judgement, work submitted by a student is incomplete or does not meet the requirements for satisfactory completion of an outcome, the teacher must provide two further and alternative opportunities for the student to demonstrate satisfactory completion. These opportunities are known as "redemptions."

Kurnai College will delay the decision about satisfactory completion of an outcome to allow the student to redeem the outcome.

### **Redemption Requirements:**

#### 1. Redemption activities

- Students are entitled to two redemption opportunities.
- Redemptions must allow the student to demonstrate achievement of the outcome, as required by the study design.
- Redemptions should differ from the initial outcome task, and may include class work, homework, or additional tasks or discussions. These tasks do not need to be completed in test conditions.
- The student work completed as part of a redemption needs to comply with normal authentication requirements, meaning that the teacher can guarantee that the student has submitted their own work.

- Redemptions should be scheduled in a timely fashion, within two weeks from unsatisfactory completion of an outcome task or other learning activity. However, in situations where a student has been absent for a long period of time (e.g. due to extended illness, or transfer from another school) this requirement may be waived to better accommodate the student's needs.

## 2. Communication

- In all forms of communication teachers need to clarify which redemption opportunity the student is up to (e.g. first redemption versus the second redemption).
- Teachers need to provide students with the requirements, conditions, relevant dates and any other information prior to the redemption.
- Teachers must contact parents to notify them of the redemption requirements and the consequences if the redemption is not successful (as per University Campus Procedures).
- Teachers are required to document the redemptions and the results on Compass (as per University Campus Procedures)

## 3. Student absences/failure to submit work

- If a redemption requires a student to complete a task at a particular time and the student does not attend, then the student must provide a medical certificate or statutory declaration within one week of the missed date. The teacher will then reschedule the redemption. If no medical certificate or statutory declaration is provided, then this will be counted as an unsuccessful redemption opportunity.
- If a redemption requires a student to submit work on a particular date, and the student is unable to do so due to medical reasons or an extreme emergency, then the student must provide a medical certificate or statutory declaration within one week of the missed date. If no medical certificate or statutory declaration is provided, then this will be counted as an unsuccessful redemption opportunity.

### **Consequences of a student not demonstrating achievement of the outcome through the redemption process.**

Students will receive a "S" result if they are able to complete the first or second redemption opportunity to demonstrate achievement of the outcome.

If a student has completed both redemption opportunities and the teacher still determines that the student has not demonstrated satisfactory achievement of the outcome, then the student will receive a "N" for "not satisfactory" for that outcome. This means that the student will also receive a "N" for the unit, as units require satisfactory completion of all outcomes to gain the unit.

Teachers will document on Compass and email VCE or VCEVM coordinator to notify them of the student's overall 'N' result.

Please note:

- You cannot redeem a SAC or SAT result. Students may not resubmit a SAC or SAT to improve an initial school-based assessment score.

## Evaluation

This policy will be reviewed as part of the College's four year review cycle.

Policy last reviewed	May 2026
Approved by	College Principal
Next scheduled review date	May 2030