

'Folio' is the term defined by TASC to mean students' work submitted for external assessment in several TASC level 3 subjects. A folio may consist of written work and/or a product.

## CANDIDATE INFORMATION

### PRODUCING THE FOLIO

- Refer to the relevant TASC folio guidelines for the subject.
- Follow your school's procedures about showing drafts, and other evidence of work in progress.

### GETTING THE FOLIO READY TO SUBMIT

- Ensure that your TASC ID code appears at the top or bottom of every page of your written work and on any product.
- Do not print your name or your school's name anywhere in your folio.
- Make sure that you have explicitly acknowledged the source of all information, images, ideas or words that are not your own.

**NOTE:** TASC will not return any folios, so if you require a copy of your folio it is your responsibility to take a copy prior to submitting it to your teacher.

### SUBMITTING YOUR FOLIO

- Submit your folio to your teacher by the due date (published on the TASC website at <https://www.tasc.tas.gov.au/wp-content/uploads/2018/05/External-Assessment-Due-Dates-2018-1.pdf>).
- TASC will have provided your teacher with your identification labels, A4 folder (if appropriate) and a Candidate Declaration Form.
- Read and sign your Candidate Declaration Form.
- Staple the signed Candidate Declaration Form to the front of the folder provided by TASC.
- Attach the label to the place indicated on the front of the folder (top right hand corner) and/or on any product you are submitting for assessment.
- Staple all pieces to the inside of the folder provided by TASC (where possible).
- If you need an extension when there are extenuating circumstances, you will need to apply to TASC before the due date.

### SUBMITTING A FOLIO ELECTRONICALLY (IF APPLICABLE)

If your folio guidelines instruct you to submit your folio electronically, you must submit your folio to your teacher as a Portable Document Format (PDF).

It is important that you ensure that your folio can be printed from or saved as a PDF prior to the due date. TASC will not grant extensions to due dates because of computer hardware or software failure, or an inability to submit the folio in PDF.

The electronic folio must **ONLY** have your TASC ID code as its filename. For example: I1Q12345.pdf

**Important Note:** Your name or the name of your school must not appear anywhere in the folio. Your work must only be identified by your TASC ID code.

Your teacher will tell you how to submit (or forward) your electronic folio prior to the deadline.

## WHY TASC ID CODES ARE USED

- External Assessment Rule 4 states:
  - Any material submitted by a candidate for external assessment must, except where the source of the information, images, ideas or words is explicitly acknowledged, be the work of the candidate.
  - An externally assessed folio or other project work will be assessed as specified in the folio guidelines published by TASC that year.
  - TASC will only accept candidate folios of work for assessment if:
    - the Candidate Declaration Form comes with the folio;
    - the Candidate Declaration Form is completed by both the candidate and the responsible teacher acting on behalf of the provider; and
    - the folio is officially received at the designated collection centre (usually a school or college) on or before the published due date (and by no later than 5.00 pm) unless TASC has given to the candidate written approval before this date for a particular later submission date.
- Putting the TASC ID code on the folio means that the markers cannot be influenced by knowing who did the work or which school/college that person attended.
- Putting the TASC ID code on each page and attaching the pages securely reduces the risk of loss.
- Attaching the declaration form to the folder means that TASC can be certain they have matched your declaration with the right folio.
- The provider (school/college) is responsible for complying with the TASC Academic Integrity Standard which can be found at <https://www.tasc.tas.gov.au/wp-content/uploads/2017/07/Authenticity-and-Academic-Integrity-Guide-1.pdf>.

## TEACHER INFORMATION

### WHAT THE RESPONSIBLE TEACHER MUST DO

- Make sure to use the current year's folio guidelines.
- Follow the school's procedures for ensuring confidence in the academic integrity of each candidate's work.
- Make sure students know about due date/time.
- Make sure students know that:
  - you cannot give them an extension on the TASC due date
  - if they want an extension they have to apply before the due date and provide supporting documentation: <https://www.tasc.tas.gov.au/wp-content/uploads/2017/08/Request-for-Folio-Extension.pdf>

### WHEN THE FOLIO IS HANDED IN

- Give the candidate the labels (and A4 folder if applicable).
- Give the candidate the declaration form.
- Either:
  - counter-sign each Candidate's Declaration form on behalf of your school/college where you have good reason to believe that the work, except where acknowledged, is the candidate's own work, OR;
  - on the form, provide a written statement stating your reasons for not signing.
- Sign the declaration yourself on behalf of your school to verify the folio was submitted by the due date.
- Make sure that everything reaches TASC within the required time (two days after the published due date).

## ELECTRONIC FOLIOS

The teacher must save/burn the various students' folio files onto a DVD, CD or USB. More than one storage medium can be used if needed, but it is desirable that as many files as possible are saved onto a single device.

**Note that no devices will be returned to the provider, DVD, CD or USB.**

Prior to forwarding the material to TASC, teachers will check that the;

- Filenames of the folio PDF's are the student's TASC ID codes (only). For example: 11Q12345.pdf.
- The TASC ID code in the filename is that of the student whose folio is contained in that file (i.e. file content and file name match to the individual student).
- Signed TASC Candidate Declaration Forms corresponding to the TASC ID code in the filenames of all folio files on the device are forwarded to TASC.

Teachers must clearly identify the subject on the device forwarded to TASC without impacting on its readability.

The device containing the folio files **AND** the TASC Candidate Declaration Forms (papers) must be forwarded to TASC within two working days from the TASC deadline.