

EXTERNAL ASSESSMENT POLICY

Scope

Tasmanian Assessment, Standards and Certification (TASC) accredited Level 3 and 4 courses have both internal and external assessment components. This policy applies to the external assessment component of these courses. External assessment includes a written exam, oral exam, folio and practical assessment (performance, presentation or display).

The following are not within scope of this policy:

- internal assessment for Level 3 and 4 courses that are the responsibility of course providers
- course work requirements
- TASC-accredited courses with only internal assessments (Preliminary, Level 1, and Level 2).

Purpose

The purpose of this policy is to support TASC in delivering its legislative functions in relation to external assessments, as prescribed in s10(1)(e), s31 and s55ZP of the [Tasmanian Assessment, Standards and Certification Act 2003](#) (the Act).

Policy statement

As prescribed in the Act, TASC is responsible for setting standards for the provision and assessment of senior secondary courses in Tasmania. This means that TASC:

- determines assessment requirements for the senior secondary courses it accredits
- manages external assessments for Level 3 and Level 4 accredited courses, and sets the requirements and procedures relating to these
- manages quality assurance mechanisms to ensure comparability of markers' judgements in assessment
- issues qualification and other results.

All Level 3 and 4 courses have internal and external assessments. External assessments are managed and coordinated by TASC, who set requirements and procedures relating to this along with managing quality assurance processes to ensure fairness and equity in assessment development and marking. The coordination and marking of internal assessments are the responsibility of the course providers.

It is expected that all students undertaking a TASC-accredited course submit work that is their own and demonstrate behaviours that support academic integrity (see the [Academic Integrity Policy](#)).

Sessional staff are employed by TASC to assist and support senior secondary external assessment processes as outlined in the [Tasmanian Assessment, Standards and Certification \(Fees\) Regulations 2023](#). This includes setting, critiquing, supervising and marking of external assessments.

Student Ratings and Overall Awards

Course providers are to report final internal student ratings to TASC during Term 4 through the TASC Registration, Assessment and Certification System (TRACS). The process is outlined at [Final internal rating submission and verification](#). It is the responsibility of course providers to ensure final internal ratings provided to TASC are error-free.

Criterion achievement ratings are used to assess students against the stated course criteria and associated developed standards for each course. The criterion achievement ratings are a scale of A, B, C, t or z for each criterion. What students who are achieving an A–C rating can do is outlined under Standards in the course document. Achievement less than a C is rated ‘t’. Provided no evidence of achievement is rated ‘z’.

For external assessment, students must attempt to answer an exam question to receive a ‘t’ or above. An attempt to answer a question needs to show some knowledge or understanding related to the question. Repeating or rephrasing the question is not an attempt to answer an exam question.

Numeric and extended-alpha ratings will be converted to alpha ratings. These ratings are used in determining the final overall course award according to the algorithm for Award Requirements in the course document. Current course documents (available on the TASC website) set out the course award requirements.

TASC use a student’s internal rating combined with their external assessment rating to generate the overall course awards from the following scale:

- Exceptional Achievement (EA)
- High Achievement (HA)
- Commendable Achievement (CA)
- Satisfactory Achievement (SA)
- Preliminary Achievement (PA)
- (where results are below a PA) Limited Achievement (LA).

An overall course award cannot be determined until all internal and external ratings have been finalised. Where a student is unable to complete their external assessment, they may apply to TASC to produce their end-of-year assessment results using ‘[derived exam ratings](#)’.

Students who undertake a written exam will have the opportunity to inspect their materials following the release of results. Where a student receives an unexpected external result, they may request an inspection to check if there may have been an administrative or procedure error. The inspection process does not involve a remark.

There are no further review processes for external assessment results beyond the inspections process.

Student Statement of Results

TASC issues students with a Statement of Results via TRACS in mid-December. The Statement of Results includes a student's overall award for each of their TASC accredited courses undertaken in that year.

All Year 11, 12 and 13 students are issued a Statement of Results by TASC. Year 10 students receive a Statement of Results only if they have undertaken a TASC accredited course. Year 12 and Year 13 students may be issued more than one type of certificate for their achievements (see [Certification Policy](#)) in addition to their Statement of Results for that year.

Related policies

[Academic Integrity Policy](#)

[Calculator Policy](#)

[Certification Policy](#)

[Data and Reporting Policy](#)

Inspections Policy (under development)

NN Policy (under development)

[Reasonable Adjustments Policy](#)

Related procedures

Nil.

Supporting information

[Academic Integrity Guide for Students](#)

[Assessment, awards & ratings](#)

[Exam Ready Study Tips](#)

[External Assessment Rules](#)

[External Assessment Specifications Requirements and Guidelines](#)

[Inspections of written exam material](#)

[Reasonable Adjustments](#)

[Sessional Staff Payments](#)

[Student Results Using Derived Exam Ratings](#)

[Understanding Assessment](#)

[Understanding the ATAR](#)

Definitions

Course providers are Tasmanian schools, colleges and other entities that are registered to deliver and assess TASC-accredited senior secondary courses.

Derived exam ratings can be applied to students who were unable to attend an exam (or exams). This process determines what result a student would likely have achieved if they had sat their exam. It ensures that results of students who sat the exams and those who were unable to do so, are consistent and comparable.

Folio refers to a body of work submitted by a student for external assessment in a TASC Level 3 or Level 4 course. A folio may consist of written work and/or a product. Folios may also be referred to as: an Independent Study, an Investigations Project, an Inquiry, an Extended Design project, etc. – this may vary across courses.

Oral exam refers to the assessment of a student's capability using spoken language.

Practical exam includes assessment types of performance, presentation or display.

Sessional staff are employed by TASC to assist with senior secondary external assessment processes. Sessional staff include Setting Examiners, Critics, Supervisor Coordinators, Supervisors, Marking Coordinators, Markers and casual Clerical Administration staff. Sessional staff are employed by TASC, and managed through the Department for Education, Children and Young People's employment conditions, travel and relief allowances and rates.

TRACS (TASC Registration, Assessment and Certification System) is the system used for managing student administration, examination and certification data.

Written exam means an exam containing questions to which the examinee is required to provide written answers or solutions to.

Legislation

This policy will be implemented in accordance with the legislative requirements in the Act, including:

- Section 10 (1)(e) which state a function of the Board *“to see, to conduct or arrange for the conduct of and to mark examinations and assessments in senior secondary education and other education and to provide for or determine related matters.”*

- Section 3I which states that “the Board may determine procedures and arrangements, and may set, conduct or arrange for the conduct of and mark examinations and assessments, for the assessment of persons undertaking accredited senior secondary courses.”
- Section 55ZP which states that “the Board may determine procedures and arrangements, and may set, conduct or arrange for the conduct of and mark examinations and assessments, for the assessment of persons in respect of other education that has been obtained otherwise than by the successful completion of an accredited other education course.”

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This document replaced	Assessment Policy
CM reference	DOC/24/144032
Relevant standard	All 10 Standards for Providers