

# ASSESSMENT POLICY



OFFICE OF TASMANIAN  
ASSESSMENT, STANDARDS  
& CERTIFICATION

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# SCOPE

This policy guides procedures related to the assessment of senior secondary courses accredited by the Office of Tasmanian Assessment, Standards and Certification (TASC).

The relevant state and territory authorities determine assessment and certification specifications for their senior secondary courses. In Tasmania, the relevant state authority is TASC. This policy is consistent with national and state legislative requirements including Sections 10 (1)(e), 31 and 55ZP of the [Office of Tasmanian Assessment, Standards and Certification Act 2003](#) (the Act).

Out of scope: [F-10 curriculum and assessment](#)

# PURPOSE

The purpose of this policy and the associated procedures is to ensure:

- assessment of student learning in TASC accredited courses is fair, valid and reliable
- schools meet the registration requirements relating to assessment
- performance standards in each course are applied consistently across all classes and schools
- community confidence in the quality of assessment and results in TASC accredited courses.

# POLICY STATEMENT

This policy aligns with Goal 3 in TASC's *Strategic Plan 2017-2022* to be competitive in a cutting edge educational environment. TASC has as its core function the responsibility to set 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 courses at Levels 3 and 4 and sets the requirements and procedures relating to these
- manages quality assurance mechanisms to ensure comparability of teachers' judgements in assessment
- issues qualifications and other results.

TASC accredited senior secondary courses at Preliminary, Level 1 and Level 2 have school-based internal assessments. These are reported to TASC and used to calculate awards and issue qualifications.

TASC accredited senior secondary courses at Levels 3 and 4 have both internal and external assessment components. Internal assessments are school-based and the external assessments are managed by TASC.

To ensure assessment is fair and valid for all students, TASC expects schools to meet the requirements of registration including participation in quality assurance processes, and meeting the standards for academic integrity and the internal moderation of assessments.

All assessments are quality assured by TASC and appropriate complaints and review processes are in place.

## REQUIREMENTS

This policy will be implemented in accordance with *the Act*. TASC is accountable to the community through the Minister for Education and Training for ensuring appropriate assessment and reporting practices are in place.

Under Sections 10(1)(e), 31 and 55ZP of the *Act*, TASC is empowered to determine procedures and arrangements for the conduct and marking of examinations and assessments in TASC accredited senior secondary courses and other education.

## RESPONSIBILITIES

TASC stakeholders are required to fulfil their duties and obligations as outlined below.

The Office of TASC	<p>The Executive Officer, TASC</p> <ul style="list-style-type: none"> <li>• ensures this policy and associated procedures are adhered to</li> <li>• has responsibility for the risk management of this policy and associated procedures</li> </ul> <p>The Office of TASC</p> <ul style="list-style-type: none"> <li>• determines appropriate assessment requirements for TASC accredited courses and describes these in course documents</li> <li>• sets requirements and procedures relating to the external assessment of Level 3 and 4 courses</li> <li>• determines requirements for, and manages, quality assurance processes and reports these to schools</li> <li>• determines final student attainment data and reports these to schools in a timely manner</li> </ul>
School Principals	<ul style="list-style-type: none"> <li>• meet the requirements and standards for the assessment of the courses they deliver, as determined by TASC</li> <li>• ensure teachers are aware of the internal and external assessment requirements of the courses they teach</li> <li>• ensure students are aware of the internal and external assessment requirements of the courses they undertake</li> <li>• report student attainment data to TASC as required</li> </ul>
Students	<ul style="list-style-type: none"> <li>• are aware of, and comply with, the internal and external assessment requirements of the TASC courses they undertake</li> <li>• comply with the Tasmanian Certificate of Education (TCE) external assessment rules as determined by TASC.</li> </ul>

# DEFINITIONS

**academic integrity** refers to high standards of honesty in the work students submit for assessment. TASC's external Rule 4(a) states that *'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'*

**external assessment** means those components of senior secondary assessment that are determined, set and managed by TASC

**internal assessment** means those components of senior secondary assessment that are the responsibility of teachers

**internal moderation of assessments** is the process of ensuring comparability of assessments against the standards between teachers and schools in the same course

**quality assurance** is a system of transparent processes which underpin confidence in the integrity and validity of TASC qualifications. A variety of quality assurance mechanisms is undertaken by TASC.

# ASSOCIATED DOCUMENTS AND MATERIALS

[Academic Integrity](#)

[External Assessment](#)

[Externally assessed language courses](#)

[Internal assessment](#)

[Internal Moderation of Assessments](#)

[Quality Assurance](#)

[Registration to offer TASC accredited courses](#)

[Result queries](#)

## VERSION CONTROL

Authorised by:	Katrina Beams
Position of authorising person	Executive Officer, TASC
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