



Planning for your Folio	What is a <b>folio</b> ?	A folio is the term used by TASC to refer to the 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. You folio may be referred to as: an <i>Independent study</i> , an <i>Investigation Project</i> , an <i>Inquiry</i> , an <i>Extended Design Project</i> , etc. – depending on the specific course.
	Where do I find information about <b>my folio</b> ?	<ul style="list-style-type: none"> <li>Each TASC course with a folio requirement has a document titled <i>External Assessment Specifications</i> OR <i>External Assessment Guidelines</i>.</li> </ul> <p>These documents are used to inform you, your school and teacher of the specific requirements for each <b>folio</b>.</p> <p>You access the current documents via the <i>supporting documents including external assessment material</i> drop-down under the <a href="https://www.tasc.tas.gov.au/students/courses/">relevant course</a> document on the TASC website. <a href="https://www.tasc.tas.gov.au/students/courses/">https://www.tasc.tas.gov.au/students/courses/</a></p> <ul style="list-style-type: none"> <li>The TASC due dates for all courses with a folio are published on the TASC website in March each year. This information is accessed on the TASC <a href="https://www.tasc.tas.gov.au/students/years-11-and-12/preparing-for-exams/folio-assessment/">Folio Assessment</a> page. <a href="https://www.tasc.tas.gov.au/students/years-11-and-12/preparing-for-exams/folio-assessment/">https://www.tasc.tas.gov.au/students/years-11-and-12/preparing-for-exams/folio-assessment/</a>.</li> </ul> <p>Please note your school may create their own timeline and due dates that you will be required to meet.</p> <ul style="list-style-type: none"> <li>Your school and teacher may also provide school specific information and details about the folio requirements, including what goes in your folio, due dates, drafting requirements and work in progress schedules.</li> </ul>
Producing your folio	What do I need to keep in mind while producing <b>my folio</b> ?	<ul style="list-style-type: none"> <li>Your folio must be submitted to your teacher by the due date. Plan ahead, create a timeline where you can plot mini goals to ensure the entire folio is completed by the due date.</li> <li>Your folio must contain all of the required elements and formatting. Every folio has its own specific work requirements and formatting. Most folios contain more than one element.</li> <li>Your folio must adhere to the stipulated word   time   page lengths.</li> <li>Include your <b>TASC ID</b> in the header or footer of every page of your written work and on any product (where appropriate). 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.</li> <li>Your name and your school's name must not appear anywhere in your folio.</li> </ul>

	<p>How do I demonstrate the work submitted is my own and I have academic integrity?</p>	<ul style="list-style-type: none"> <li>• Ensure you have explicitly acknowledged the source of all information, ideas or words that are not your own. There may be a course-specific referencing system you must use OR your teacher and school may stipulate which referencing system to use.</li> </ul> <p>Information relating to authenticity, academic integrity and referencing can be found in the <a href="https://www.tasc.tas.gov.au/wp-content/uploads/2017/07/Authenticity-and-Academic-Integrity-Guide-1.pdf">TASC Authenticity and Academic Integrity</a>.  <a href="https://www.tasc.tas.gov.au/wp-content/uploads/2017/07/Authenticity-and-Academic-Integrity-Guide-1.pdf">https://www.tasc.tas.gov.au/wp-content/uploads/2017/07/Authenticity-and-Academic-Integrity-Guide-1.pdf</a></p> <p>Your school will have an academic integrity procedure which you will be required to follow. Speak to you teacher about the processes and protocols your specific school uses.</p> <ul style="list-style-type: none"> <li>• Your teacher is required to verify the authenticity of your work at the time of submission. You can support this process by keeping drafts and other evidence of your work in progress, meeting drafting timelines and using software programs to demonstrate your academic integrity such as <i>Turnitin</i>.</li> </ul>
<p>Submitting your folio</p>	<p>How do I submit <b>my folio</b>?</p>	<ul style="list-style-type: none"> <li>• Your folio must be submitted to your teacher by the specified due date in a digital form which may be course specific, i.e. PDF, MP3, etc. (Your teacher is required to submit your folio to TASC via an upload function in TRACS).</li> <li>• Your folio must be saved using a specific naming convention. You MUST save your folio as your TASC ID number, e.g. 19A12345.pdf</li> <li>• Your teacher will provide you with clear instructions of how to submit (or forward) your digital folio to them prior to the due date.</li> <li>• When your teacher submits your folio to TASC they are required to verify its authenticity and that it has been submitted on time. If your teacher has not seen your work in progress (academic integrity) or they receive your work late they are required to inform TASC. Any breaches to the <a href="#">external assessment rules</a>, outlined on the TASC website, which is deemed sufficiently serious enough to require a penalty will be decided by the Executive Officer, TASC.</li> </ul>



	Can I get an extension for <i>my folio</i> ?	<ul style="list-style-type: none"><li>You can request an extension to your folio deadline for the following reasons: sudden illness – accompanied by a medical certificate; death of a close relative; unexpected travel due to the death of a close relative.</li></ul> <p>To request an extension you must provide your TASC Liaison Officer with a completed <a href="https://www.tasc.tas.gov.au/wp-content/uploads/2017/08/Request-for-Folio-Extension.pdf">Folio or Project extension request form</a> at least 48 hours before the due date. Access the form from the TASC website. <a href="https://www.tasc.tas.gov.au/wp-content/uploads/2017/08/Request-for-Folio-Extension.pdf">https://www.tasc.tas.gov.au/wp-content/uploads/2017/08/Request-for-Folio-Extension.pdf</a></p> <p><b>Folio</b> extension approvals are made by TASC on a case-by-case basis. You will receive written notification from TASC about your extension request.</p>
Assessment and feedback on my folio	What happens after I submit <i>my folio</i> ?	<ul style="list-style-type: none"><li>Once you have submitted your folio to your teacher, they will submit your work to the Office of TASC.</li><li>Your folio will be assessed by TASC Markers who have experience with and knowledge of the particular course for which you submitted a folio. All folios are marked by at least two Markers.</li><li>Markers assess your work against the criteria and standards set out in the external assessment specifications/guidelines.</li><li>Your folio results will be combined with your internal ratings and (possible) other external assessments, i.e. a written exam to produce your overall award. Your overall course award is calculated based on a course's algorithm, explained in the course document under <i>Award Requirements</i>.</li></ul>
	<i>Is my submitted folio</i> returned to me?	<ul style="list-style-type: none"><li>You can request to have your folio returned to you if the folio is submitted in hard copy form. To request to have your folio returned you will need to complete the relevant request via the <a href="#">TASC website</a>.</li></ul>