

INTERNAL RATINGS VERIFICATION INFORMATION SHEET

FOR: CATHOLIC AND INDEPENDENT SCHOOLS

All schools submit internal results for every student enrolled in a TASC accredited course towards the end of each academic year.

Schools are to ensure that the final internal ratings are:

- submitted by the due date/s to TASC
- an accurate reflection of a student's achievement against the course criteria.

Schools are responsible for ensuring that the Standards for the Provision of TASC Accredited Senior Secondary Courses are maintained in relation to internal assessment processes and the final internal ratings provided to TASC. See [Standards for the Provision of TASC-Accredited Senior Secondary Courses](#) or speak with your school's TLO for further information.

The *Internal Results Verification Process* (see page 2) details the steps for schools to take to confirm that the internal results, submitted to TASC, are accurate.

- It is the responsibility of the school to confirm the final internal ratings, submitted to TASC, are accurate.
- Through the process, TASC provides an opportunity for schools and teachers to confirm that the submitted internal ratings are accurate.
- If corrections for any of the internal ratings are required, schools are to ensure that the corrections are made before the closing date of the verification period, published annually.

INTERNAL RATINGS VERIFICATION PROCESS

1. Teachers submit final internal ratings to TASC via **TRACS** by the due date, published annually. [“How to... enter internal ratings into TRACS”](#)
2. Schools run the TRACS' Rating Verification Reports.
3. Schools distribute the TRACS' Rating Verification Reports to individual class teachers to confirm that the entered ratings are accurate.
4. Teachers carefully check the Rating Verification Sheet.
5. Teachers confirm that the ratings are accurate by signing and dating the document.
6. If an incorrect rating is found the teacher must:
 - annotate the Rating Verification Report to indicate the correction required
 - make the correction in **TRACS** before the end of the verification period.
7. The school is required to keep a full record of all Rating Verification Reports, including those annotated. Schools and/or TASC may need to access the Rating Verification Reports as supporting evidence and/or for auditing purposes.