

# INTERNAL RATINGS VERIFICATION PROCESS INFORMATION SHEET

## Information for non-DECYP (Catholic and Independent) schools

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. Speak with your school's TLO for further information.

It is the responsibility of all schools to submit internal ratings for every student enrolled in a TASC-accredited course towards the end of each academic year. Key dates are on the TASC website at [TASC Key Dates](#).

Schools are to ensure that the final internal ratings are:

- an accurate reflection of a student's achievement against the course criteria
- rigorous and error-free
- submitted by the due date/s to TASC via [TRACS](#).

Please note: all corrections must be made in SARIS by school-based staff. TASC cannot make corrections on behalf of DECYP schools.

The *Internal Results Verification Process* on the next page outlines the steps **non- DECYP schools** will take to confirm the internal results.

## INTERNAL RATINGS VERIFICATION PROCESS

1. Teachers submit final internal ratings to TASC via TRACS by the due date/s. Information on how to do this is explained in the ['How to enter internal rating into TRACS' guide](#).
2. School TLOs should run the 'Missing Internal Ratings' reports in [TRACS](#) to perform an initial quality control check on the completion of internal rating submissions before the due date/s.
3. School TLOs then run the 'Rating Verification' reports in [TRACS](#) and distribute the report documents to individual class teachers. This might be done in one of two ways:
  - i. TLOs might circulate the report document in *hard copy form* and give to individual class teachers.
  - ii. Alternatively, TLOs might *scan and email* the report document to individual class teachers.
4. The 'Rating Verification' report documents should be accompanied by instructions to teachers on:
  - what is required (i.e. a careful check of the ratings and any amendments made clearly, with teacher signature and date to be included)
  - the school's due date for these to be finalised (this might be a day or two prior to the TASC due date to allow the TLO to follow up outstanding individual teacher sheets, if required)

Teachers are to **carefully check** the ratings on the 'Rating Verification' report document against their own assessment records. Any **incorrect rating needs to be corrected** on *both* the report document *and* in TRACS.

5. Teachers are to **confirm** that their ratings (including any corrections) are accurate by **signing** and **dating** the report document and then informing their TLO via the school's processes.
6. Schools are required to keep a full record of all checked Rating Verification reports, including all annotated copies. Schools and/or TASC may need to access these Rating Verification reports at a later stage as supporting evidence for auditing purposes. Storage of the reports might be done in various formats:
  - Schools might have a process where all completed hard copies of report documents are stored centrally and securely (e.g. in a folder or box in the school office)
  - Schools might have a process where all completed report documents are scanned and saved in an online central location (e.g. Teams)

**NB: TASC does not require schools to return hard copies of 'Rating Verification' reports to TASC.**