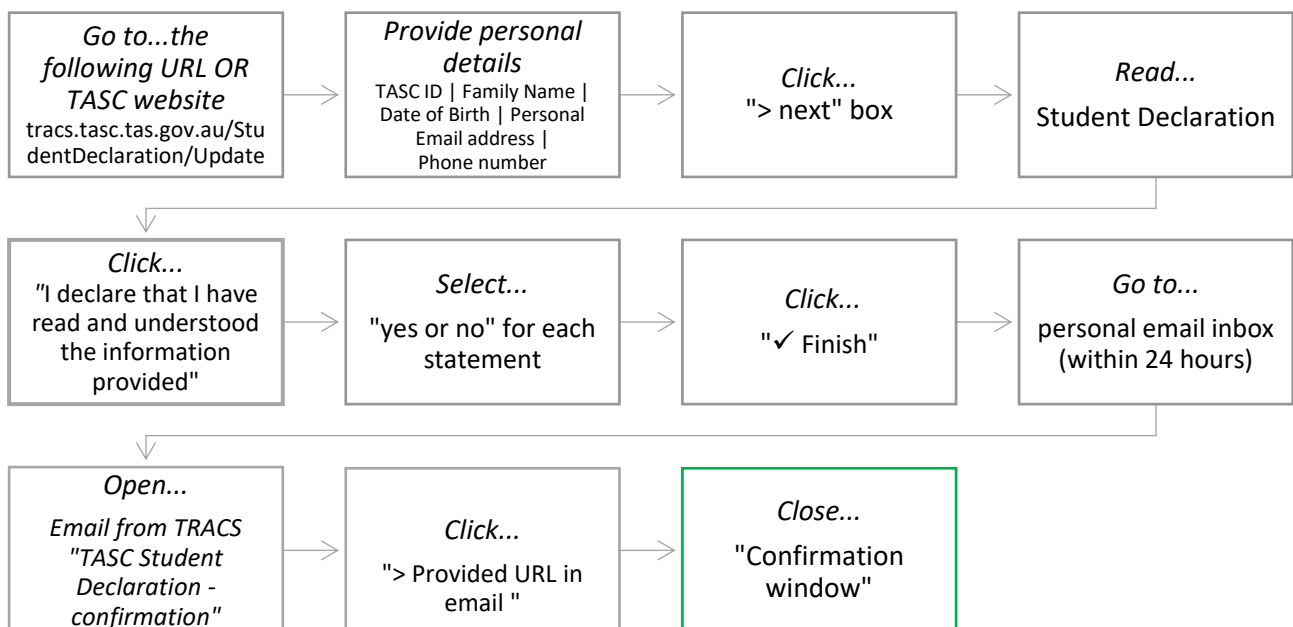


How to...complete a student declaration

This is for:

- schools: students, TASC Liaison Officers, home group teachers, school support staff, etc.

Quick version:



Things to know:

- There are two steps involved when completing the Student Declaration:
 1. completing the online Student Declaration
 2. confirming the submission via personal email
- An error message may appear when entering personal details > *No matching student was found. Please check the details entered or refer to your school for help* <
If this occurs please check that the personal details are being entered correctly.
If the error persists a student's personal details must be cross-referenced in TRACS*
- The confirmation link sent to personal email inboxes must be completed **within 24 hours**

➤➤➤ Detailed version:

1. Go to - <https://tracs.tasc.tas.gov.au/StudentDeclaration/Update> OR [tracs.tas.gov.au](https://tracs.tasc.tas.gov.au)
2. Enter personal details:

TRACS
Supporting students to achieve

OFFICE OF TASMANIAN
ASSESSMENT, STANDARDS
& CERTIFICATION

STUDENT DECLARATION

Personal Details

The Office of Tasmanian Assessment, Standards and Certification (TASC) is committed to protecting personal information collected through this process and the handling of data in accordance with the Personal Information Protection Act 2004. All information we collect from you will be kept secure and confidential.

You will need:

- o your TASC ID
- o relevant personal information
- o email address
- o phone number

Note: An email will be sent to your nominated email address. You must click the confirmation link in the email for your declaration to be submitted to TASC. If you are unable to locate the email, please allow up to 10 minutes and check your junk or spam folder.

TASC will send electronic results to your nominated email address. Additional changes to your registered email address can be made using the Email Update form.

3. Click > Next:

TASC ID *

FAMILY NAME *

DATE OF BIRTH *

PHONE NUMBER TYPE *

Fixed

PHONE NUMBER *

EMAIL ADDRESS *

CONFIRM EMAIL ADDRESS *

Step 1 of 2

< Previous **> Next** Finish

4. Read Student Declaration:

STUDENT DECLARATION

The information provided by me in this form is true and accurate in every detail.

I understand that eligibility for an award in any course includes the condition that all requirements for practical or other work, as detailed in the course document, have been satisfied.

I have read the External Assessment Rules and agree to comply with them. I understand that penalties may apply for any breach of these rules including, but not limited to, the cancellation of my results.

I have read TASC's Academic Integrity Guide. I understand that it is my responsibility to ensure any folio or other project work I submit for external assessment is all my own work, and that the source of any ideas, information, words, data, music or other content I have used, that are not my own, are acknowledged appropriately.

If I am under 18 years old, I have discussed the external assessment rules and Academic Integrity Guide with my parent / guardian / carer.

I will attend examinations at such times and locations as may be arranged by TASC, at my own expense.

I understand that TASC may use copies of material I present for assessment for quality assurance purposes and to ensure the appropriate application and state-wide comparability of standards.

I understand that TASC will provide my results information to the Principal or nominee of the school I am currently attending or subsequently attend, and to the University of Tasmania as the Tasmanian Tertiary Admissions Centre.

TASC will be emailing and posting a printed copy of student results in December. I understand that my results will be emailed to the address provided in this form.

I declare that I have read and understood the information provided.

5. Click declaration statement:

STUDENT DECLARATION

i The information provided by me in this form is true and accurate in every detail.

I understand that eligibility for an award in any course includes the condition that all requirements for practical or other work, as detailed in the course document, have been satisfied.

I have read the External Assessment Rules and agree to comply with them. I understand that penalties may apply for any breach of these rules including, but not limited to, the cancellation of my results.

I have read TASC's Academic Integrity Guide. I understand that it my responsibility to ensure any folio or other project work I submit for external assessment is all my own work, and that the source of any ideas, information, words, data, music or other content I have used, that are not my own, are acknowledged appropriately.

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TASC will be emailing and posting a printed copy of student results in December. I understand that my results will be emailed to the address provided in this form.

I declare that I have read and understood the information provided.

6. Select Yes or No for each statement:

You must select Yes or No for each of the following statements. Each statement must be completed by you.

Note your identity and citizenship information is for statistical purposes only and does not appear on any award documents.

Yes No Are you an Australian citizen or permanent resident?

Yes No Do you wish to be identified as being of Aboriginal or Torres Strait Islander descent?

Yes No Do you normally speak English at home?

Yes No I authorise TASC to use copies of material I present for assessment for non-profit purposes such as displays of student work.

Yes No I authorise TASC to release my name to the media for the purposes of result reporting.

7. Click ✓ Finish:

Step 2 of 2

8. Go to personal email inbox:

Please confirm the submission via the email sent to your inbox.

Please be aware:

- The confirmation link will expire after 24 hours
- If you do not confirm within 24 hours, you will need to submit a new form

If you are unable to locate the email, please allow up to 10 minutes and check your junk or spam folders.

9. Open email from TRACS "TASC Student Declaration Confirmation":

From: TRACS-UAT <tracs@tasc.tas.gov.au>
Sent: [REDACTED]
To: [REDACTED]
Subject: TASC Declaration Update
Dear [REDACTED]

Thank you for submitting your 2021 student declaration to TASC. Please confirm your submission via one of the options below.

- Please click here to confirm this declaration.
- Alternatively, copy and paste this URL into your browser: <http://tracsuat-dev.tasc.tas.gov.au/StudentDeclaration/Confirmation?token=b447ecb6-b490-44f4-99c7-648bc160b8a1>

Please note the link will expire 24 hours after the form was completed. If you do not confirm the submission within that time, you will need to submit another Student Declaration.

If you did not submit this declaration, please contact TASC immediately on 03 6165 6000.

Office of Tasmanian Assessment, Standards and Certification (TASC)
Level 6, 39 Murray Street
Hobart, 7000
Ph: 6165 6000 | email enquiries@tasc.tas.gov.au | www.tasc.tas.gov.au

This email, together with any attachments, may contain privileged and confidential information and is intended for the named recipient(s) only. If you are not the intended recipient of this message, any dissemination, copying or action taken in reliance of its contents is strictly prohibited. If you have received this message in error, please notify the sender immediately, then Delete/Destroy your copy.

10. Click on URL provided in email

Thank you for submitting your 2021 student declaration to TASC. Please confirm your submission via one of the options below.

- Please click here to confirm this declaration.
- Alternatively, copy and paste this URL into your browser: <http://tracsuat-dev.tasc.tas.gov.au/StudentDeclaration/Confirmation?token=b447ecb6-b490-44f4-99c7-648bc160b8a1>

Please note the link will expire 24 hours after the form was completed. If you do not confirm the submission within that time, you will need to submit another Student Declaration.

If you did not submit this declaration, please contact TASC immediately on 03 6165 6000.

11. Close confirmation email

Your 2021 Student Declaration has successfully been confirmed with TASC. The email address you entered has also been saved for electronic results.

- To update your 2021 declaration, please submit a new [Student Declaration form](#)
- To change your email address, please use the [Update Student Email form](#)

You can close this window.

* If a student's personal details are not recognised please check their details in the relevant system (TRACS Catholic and independent schools) (Edupoint DoE schools).

If there is an error in their family name or date of birth please confirm personal details and correct in the **relevant system**. Wait 48 hours before attempting to complete the student declaration again.

Please contact the TASC via [TRACS](#) if an error persists.

For further support, contact TASC via any of the following:

- Phone: (03) 6165 6000
- Email: enquiries@tasc.tas.gov.au

