

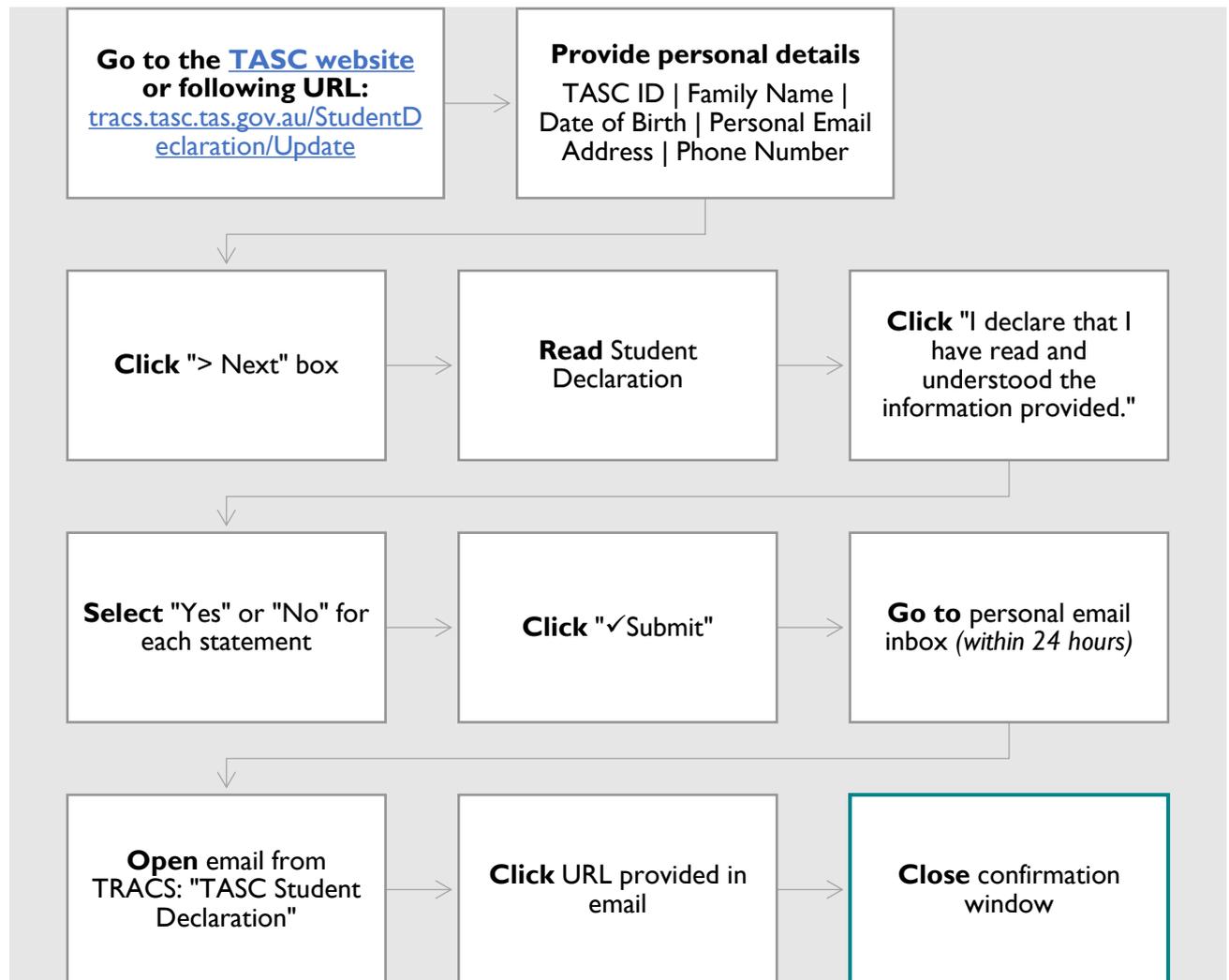
# HOW TO...

## COMPLETE A STUDENT DECLARATION

This is for:

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

### >>> Quick Version



### >>> Things to Know

- There are two steps 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, 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 the student’s personal email inbox must be completed **within 24 hours**.

\*If a student’s personal details are not recognised, please check their details in the relevant system (TRACS: Catholic and Independent schools; Edupoint: DECYP schools). If there is an error in their family name or date of birth, please confirm personal records and correct in the **relevant** system. Wait 48 hours before attempting to complete the student declaration again. Please contact TASC via [TRACS](#) if an error persists.

## >>> Detailed Version

- **Go to** <https://tracs.tasc.tas.gov.au/StudentDeclaration/Update> OR <https://www.tasc.tas.gov.au/students/years-11-and-12/preparing-for-exams/student-declaration>

### 1. Enter personal details:

**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.

### 2. Click > Next:

CONFIRM EMAIL ADDRESS \*

Step 1 of 2

### 3. Read Student Declaration:

#### 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.

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.

#### 4. Click declaration statement:

##### STUDENT DECLARATION

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

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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.

#### 5. 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.

#### • Click ✓ Submit:

Step 2 of 2

#### 6. 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.

- **Open email from TRACS: “TASC Student Declaration”:**

From: TRACS-UAT <[tracs@tasc.tas.gov.au](mailto:tracs@tasc.tas.gov.au)>  
Sent: Wednesday, June 19, 2024 11:01 AM  
To: [REDACTED]

Subject: TASC Student Declaration

Dear [REDACTED],

Thank you for submitting your 2024 student declaration to Tasmanian Assessment, Standards and Certification (TASC).

To complete your student declaration, please verify your email address using one of the options below:

- Click [here](#) to confirm this declaration, OR
- Copy and paste this URL into your browser: <https://tracspp.tasc.tas.gov.au/StudentDeclaration/Confirmation?token=5f8599e0-09eb-445f-9871-79aa75f96ca8>

These links will expire 24 hours after the form was completed. If you do not confirm within that time, you will need to submit another student declaration.

If you received this email and did not submit a student declaration, please contact TASC immediately on 03 6165 6000.

Kind regards

The TASC Team  
Tasmanian Assessment, Standards & Certification (TASC)  
GPO Box 333, Hobart, TAS 7001  
Phone: (03) 6165 6000 | [www.tasc.tas.gov.au](http://www.tasc.tas.gov.au)

## 7. Click on URL provided in email:

From: TRACS-UAT <[tracs@tasc.tas.gov.au](mailto:tracs@tasc.tas.gov.au)>  
Sent: Wednesday, June 19, 2024 11:01 AM  
To: [REDACTED]

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## 8. Close confirmation email

Your 2024 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.

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

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