

FOCUS AREAS BY TERM

For general reference only, not a comprehensive listing of all responsibilities under the Standards for Providers set under the *Office of Tasmanian Assessment, Standards and Certification Act 2003*.

SCHOOL



TEACHER



YEAR ROUND

- Keep lesson-by-lesson attendance records (in-class and logbooks/timesheets for outside class).
- Keep student enrolment details in TRACS up-to-date and accurate (enrolment changes close at end of August each year).
- Manage student movement between courses, and ensure the school policy on how course content and work requirements of the new course are completed is understood and practiced by all staff.
- Keep full and up-to-date assessment records on an official and centralised system, including an articulated final assessment rubric that clearly indicates how final judgements are made for each criterion.
- Ensure assessment records are protected from unauthorised access or loss using a centralised location.

TERM 1

Annual registration and scope of courses to be delivered by your school:

- Register with TASC to deliver TASC accredited courses
- Register the school's scope of courses in TRACS as part of the school registration process.

Teaching and assessing TASC courses:

- Access the course document, and plan the delivery and assessment of the course, including scope and sequence and assessment matrix (and unit/lesson plans as appropriate).
- Check that enrolled students meet any access and work requirements for that course.
- Ensure there is a variety of assessment methods used.
- Develop marking guides/tools for consistency of assessment.

TERM 1 continued

- Check that planned individual assessment tasks clearly note the criteria (and standard elements if appropriate) to be assessed.
- Ensure the school Academic Integrity Policy is actively used in classroom practice and students understand:
 - the Academic integrity requirements
 - how internal breaches and late submission of work is managed.
- Submit materials to TASC for desktop audit as per course requirements (*Work Readiness Level 2, Project Implementation Level 2 and Student Directed Enquiry Level 3*).
- Participate in Regional Quality Assurance Workshops and Desktop Audits of courses/providers as selected by TASC.

TERM 2

- Ensure unexplained absences are managed and students with prolonged absences are supported to catch up in their learning.
- Focus on internal moderation, ensuring course standards are consistently applied and maintaining reliability and comparability of internal assessment.
- Monitor students' folio development process to develop sufficient knowledge of each students' work as the basis for signoff of folio authenticity.

Start of TERM 3

- Continue to include information from the Academic Integrity Guide in discussions and course work, and check the integrity of work submitted for assessment (i.e. reverse Google search to look for plagiarism).
- Ensure enrolment changes are actioned before close of enrolment in end of August each year.
- Maintain awareness of - and respond to - data and analysis, including feedback from TASC Quality Assurance Meeting Reports, Level 3 & Level 4 internal/external rating data and Moderation Days.
- Participate in TASC Quality Assurance Meetings for the selected courses, including being fully prepared with all required student work and record sheets.

Late TERM 3 & 4

- Complete any reviews of the academic integrity of folios before submission to TASC for external assessment.
- Provide students with their final internal ratings to sign off before submission via TRACS.
- Complete any requested review of internal ratings in a fair and just manner, and keep records of the process.
- Ensure all final internal ratings are reported to TASC and verified before the due dates in Term 4.

TAKE THE STAND

Actioning the Standards for Providers of TASC Courses



OFFICE OF TASMANIAN
ASSESSMENT, STANDARDS
& CERTIFICATION