

### TIP

Collect the required work samples well ahead of the QA meetings in Term 3  
(then you know the work samples are ready and any unexpected interruptions in learning delivery won't have an impact).

## QA Meeting Preparation: an overview



### Preparing

#### Attendance

If your school is offering a senior secondary course with a QA meeting, then a representative from the school (ideally a current teacher of the course) must attend the meeting for that course.

The courses with QA meetings are listed at [Quality assurance meetings](#) and stated in the Course Document. Generally, they are Level 2 courses where an SA award or higher is used as evidence of attaining one or more of the TCE's everyday adult standards.

If a current course teacher cannot attend, another school representative must attend and provide the required student work samples and prepared cover sheets.

#### Getting ready

Prepare four\* bundles (one for each body of student work) to be made up of:

- a Provider Record Sheet fully completed (for TASC use only and will be removed before the start of the meeting)
- a Meeting Record Sheet with only the identification section completed (school, student name and TASC ID)
- the selected student work (photocopies preferred, rather than original documents).

Bring a copy of the Course Document for your own reference during group work, along with any equipment needed to view the student work (i.e. if it can't be printed).

For online meetings, the materials will need to be submitted to TASC as scans or electronic files by the due date.

#### Selecting samples



Four students:

Four\* individual students' work matching the standards/ratings outlined in the 'Course Specific Requirements' information sheets at [Quality assurance meetings](#) (or the closest match to these).

**\* If the school has four or fewer students enrolled in a course, provide student work samples for all the enrolled students.**

The students' work samples:

The specific type of work to provide from each student is outlined in the 'Course Specific Requirements' information sheets at [Quality Assurance meetings](#). It may be a single large assessment task or a number of smaller tasks depending on the requirements noted by TASC.

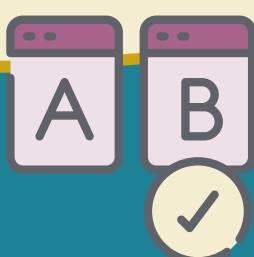
The student work sample needs to:

- Provide sufficient evidence for the attendees to make assessment judgements against all the nominated course criteria.
- Be of a size/length that can be assessed in about 15 minutes.
- Not include any assessment marks, comments, grades, ratings or marks by the teacher (other than if a math answer is correct or not using a tick/cross).

### After the meeting

TASC compares the assessment findings at the meeting with the school's assessment given on the Provider Record Sheet and sends a report to the provider.

If there are discrepancies between the two assessments the school is asked to investigate and take any necessary action to ensure consistent assessment standards are applied before the final internal ratings are submitted to TASC.



### At the meeting

The meeting is used to assess the tabled student work by recording ratings against the selected course criteria and the overall award. This is done in small groups. Each group records their assessment on the Meeting Record Sheet.

Assessment of each body of work is made by applying the standards of the nominated criteria to the evidence found in the tabled body of work. Meeting participants are not required to correct or mark the work, or consider the degree to which a student's work answers a specific question.

It is not appropriate to discuss your students' work with others who may be assessing it during the meeting.

### Why are there QA meetings?

Quality assurance meetings provide schools with feedback on the interpretation and application of a course's criteria standards against the evidence of authentic samples of student work.

The process helps ensure fair and reasonable internal assessment judgements are being made, and the comparability of assessments made in the same course by different schools. The meetings are also an opportunity for professional learning and networking between teachers of a course.

The QA meetings are held in Term 3 each year and are different to Moderation Day activities. The QA meetings involve an external, hands-on assessment, with peer discussions about student work samples and criterion standards to reach consensus assessment decisions. Schools need to address any assessment discrepancies before submitting final internal ratings.

### TAKE THE STAND

Actioning the Standards for  
Providers of TASC Courses



More Information  
See [Quality assurance meetings](#) on the TASC website, including the Information Kit and record sheets.  
Contact us at [qualityassurance@tasc.tas.gov.au](mailto:qualityassurance@tasc.tas.gov.au)