

TASC FREQUENTLY ASKED QUESTIONS

EXTERNALLY ASSESSED FOLIOS

Information for students and teachers of courses with externally assessed folios.

Planning for your folio

What is a folio?

A folio is the term used by TASC to refer to the body of work submitted by a student for external assessment in a TASC Level 3 or Level 4 course. A folio may consist of written work and/or a product. Your folio may be referred to as: an Independent Study, an Investigation Project, an Inquiry, an Extended Design Project, etc. – depending on the specific course.

Where do I find information about my folio?

- Each TASC course with a folio requirement has a document titled External Assessment Specifications OR External Assessment Guidelines. These documents are used to inform you, your school and teacher of the specific requirements for each folio.

You access the current documents via the ‘*supporting documents including external assessment material*’ drop-down under the [relevant course](#) page on the [TASC website](#).

- TASC due dates for all courses with a folio are published on the TASC website in March each year. This information is accessed on the [Folio Assessment](#) page.

Note: your school may create their own timeline and due dates that you will be required to meet.

- Your school and teacher may also provide school specific information and details about the folio requirements, including what goes in your folio, due dates, drafting requirements and work in progress schedules.

Producing your folio

What do I need to keep in mind while producing my folio?

- Your folio **must** be submitted to your teacher by the due date.

Plan ahead, create a timeline where you can plot mini goals to ensure the entire folio is completed by the due date.

- Your folio **must** contain all the required elements and formatting.

Every folio has its own specific work requirements and formatting. Most folios contain more than one (1) element.

- Your folio **must** adhere to the stipulated word | time | page lengths
- You **must** include your **TASC ID** in the header or footer of every page of your written work and on any product (where appropriate).
- Your name and your school's name **must not** appear anywhere in your folio.

Including **only** your TASC ID on the folio means that the markers cannot be influenced by knowing who did the work or which school/college that person attended.

How do I demonstrate the work submitted is my own and I have academic integrity?

- Ensure you have explicitly acknowledged the source of all information, idea or words that are not your own. There may be a course-specific referencing system you must use OR your teacher and school may stipulate which referencing system to use.

Information relating to authenticity, academic integrity and referencing can be found in the [Academic Integrity Guide](#) on the [TASC Academic integrity](#) page.

Your school will have an academic integrity procedure which you will be required to follow. Speak to your teacher about the processes and protocols your specific school uses.

- Your teacher is required to verify the authenticity of your work at the time of submission. You can support this process by keeping drafts and other evidence of your work in progress, meeting drafting timelines and using software programs to demonstrate your academic integrity such as Turnitin.

Submitting your folio

How do I submit my folio?

- Your folio **must** be submitted to your teacher by the specified due date in a digital form as one PDF, except for courses requiring a separate file type to be included, e.g. an MP4 file.

If an additional file is required, your folio **must** be submitted as a ZIP file that contains all required files.

Your teacher is required to submit your folio to TASC via an upload function in TRACS.

- Your submitted folio **must not** be larger than 500 megabytes in size.
- You **must** save your folio and/or ZIP file as your TASC ID e.g. 19A12345.pdf
- Your teacher will provide you with clear instructions of how to submit (or forward) your digital folio to them prior to the due date.
- When your teacher submits your folio to TASC they are required to verify its authenticity and that it has been submitted on time.

If your teacher has not seen your work in progress (academic integrity) or they receive your work late they are required to inform TASC. Any breaches to the [External Assessment Rules](#) outlined on the TASC website, which is deemed sufficiently serious enough to require a penalty will be decided by the Deputy Director, TASC.

Can I get an extension for my folio?

- You can request an extension to your folio deadline for the following reasons: sudden illness – accompanied by a medical certificate; death of a close relative; unexpected travel due to the death of a close relative.

To request an extension you must provide your TASC Liaison Officer with a completed [Externally Assessed Folio or Project Extension Request](#) form **at least 48 hours before** the TASC due to teacher date.

Folio extension approvals are made by TASC on a case-by-case basis. You will receive written notification from TASC about your extension request.

Assessment and feedback on my folio

What happens after I submit my folio?

- Once you have submitted your folio to your teacher, they will submit your work to TASC.
- Your folio will be assessed by TASC Markers who have experience with and knowledge of the course for which you submitted a folio. All folios are marked by at least two (2) Markers.
- Markers assess your work against the criteria and standards set out in the External Assessment Specifications/Guidelines.
- Your folio results will be combined with your internal ratings and (possible) other external assessments, i.e. a written exam to produce your overall award. Your overall course award is calculated based on a course's algorithm, explained in the course document under 'Award Requirements' on the [relevant course](#) page.

Is my submitted folio returned to me?

- You can request to have your folio returned to you if the folio is submitted in hard copy form. To request to have your folio returned you will need to complete a [Request for copy of written exams form](#) on the [TASC website](#).