

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 describe the body of work you submit for external assessment in a TASC Level 3 or Level 4 course. It may consist of written work and/or a product. Depending on your course, your folio might be called an Independent Study, Investigation Project, Inquiry, Extended Design Project, etc.

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 provide the specific requirements for your folio.

You can access these documents via the “supporting documents including external assessment material” drop-down menu on the [relevant course](#) page on the [TASC website](#).

- TASC publishes due dates for all folio submissions on the TASC website in March each year. You can find this information on the [Folio Assessment](#) page.

Note: Your school may set its own timeline and due dates that you **must** follow.

- Your school and teacher may also provide additional information, including details about what goes in your folio, specific 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 by creating a timeline with mini-goals to ensure you complete your entire folio on time.

- Ensure your folio contains **all** required elements and follows the specified formatting. Most folios consist of more than one 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).
- **Do not** include your name or your school's name anywhere in your folio. This ensures that the Markers cannot be influenced by knowing who did the work or which school you attended.

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

- Explicitly acknowledge the source of all information, ideas, or words that are not your own. There may be a course-specific referencing system, or your teacher may instruct you on which system to use.
- You can find information on authenticity, academic integrity, and referencing in the [Academic Integrity Guide](#) on the [TASC Academic integrity](#) page. Follow your school's academic integrity procedures and talk to your teacher about the specific processes your school uses.
- Your teacher must verify the authenticity of your work when you submit it. You can support this process by keeping drafts and evidence of your work in progress, meeting drafting timelines, and using tools like Turnitin to check your work for plagiarism.

Submitting your folio

How do I submit my folio?

- Your teacher will provide you with clear instructions of how to submit your digital folio to them prior to the due date.
- Your teacher is required to submit your folio to TASC via an upload function in TRACS.
- 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. See [How to ZIP folio files for uploading](#).
- Your submitted folio **must not** exceed 500 megabytes in size.
- You **must** save your folio and/or ZIP file as your TASC ID e.g. 19A12345.pdf
- When your teacher submits your folio to TASC they **must** verify its authenticity and confirm it was 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 that are deemed serious enough to warrant a penalty will be addressed 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 Extension Request form](#) **at least 48 hours before** the TASC due to teacher date.

TASC reviews extension requests 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. All folios are marked by at least two Markers.
- Markers will assess your work against the criteria and standards outlined in the External Assessment Specifications/Guidelines.
- Your folio results will be combined with your internal ratings and any other external assessments, such as a written exam, to calculate your overall course award. The calculation method is detailed in the course document under 'Award Requirements' on the [relevant course](#) page.

Is my submitted folio returned to me?

- If you submit your folio in hard copy form, you can request to have it returned. To do this, complete a [Request for copy of written exams form](#) on the [TASC website](#).

Note: This form is only available after results are released in December each year, and the request period closes in April of the following year.