

STUDENT EXAM GUIDE 2022



OFFICE OF TASMANIAN
ASSESSMENT, STANDARDS
& CERTIFICATION

YOUR 2022 EXAMS AND ASSESSMENTS

EXTERNAL ASSESSMENT – DID YOU KNOW?

- ▶ Assessment happens continuously during your Year 11 and 12 courses to describe your progress and achievement in learning.
- ▶ How you are assessed is set out in the Course document for each course to ensure fair and consistent assessment for all students. You can see the Course documents at tasc.tas.gov.au/students/courses
- ▶ Level 3 and Level 4 courses have both internal and external assessment. Your classroom teacher conducts your internal assessment. TASC administers the external assessment and employs expert Markers, who are current and previous teachers of the course.
- ▶ The external assessment could be a written or oral exam, a practical assessment (a performance or display) and/or submitting a folio.
- ▶ Your external assessment only assesses your achievement in some of the course criteria, not everything you learned throughout the year.
- ▶ The largest proportion of your overall award is from the internal assessment by your classroom teacher, not from the external assessment. External assessment results are not more substantial than the work you have already completed.
- ▶ Your teacher will provide you with your final internal assessment ratings before submitting them to TASC.

2022 EXAMS

Your teachers and TASC want you to have every opportunity to perform at your best in your end-of-year exams.

Talk with your teachers about your assessments and how you can prepare. Your teachers help prepare students for their exams every year and can provide expert advice. Read through this exam guide so you know what to expect, what personal supplies to bring and the exam rules.

The TASC website also provides lots of information about preparing for exams, including study tips and how to access past exam papers.

The information sheet *Getting prepared for the 2022 written exams* covers minor changes starting this year. The 15 minutes of reading time is now called 'preparation time'

to emphasise it's your opportunity to review what is in the exam paper, to highlight key information and make notes.

- ▶ **Do** take the time to settle in, read through the exam paper and make plans on how you are going to approach the exam on the notes sheet provided.
- ▶ **Don't** start writing your answers on the exam paper / answer booklet until the supervisor tells you that working time has started.

Any COVID-19 public health measures that are in place at the time of the exams will also apply to the exams. The measures would be the same as apply when you are at school. Our website will be kept up to date with the latest information about exams. See 'What if I can't attend an exam' on page 6 for what to do if you are sick or have an emergency.

It's normal to feel nervous before an exam. Reach out to your teachers, others at your school and family and friends if you feel it's too much. See our resources about *Managing exam stress* and links to information to help with managing these very normal feelings, so you can be confident about the opportunity to show off what you have learnt.

PRELIMINARY ACHIEVEMENT GUARANTEE

The Preliminary Achievement Guarantee applies in 2022 to support students who have an end-of-year exam and are finding their course particularly challenging for any reason, including disrupted study due to COVID-19 or other impacts.

If you are tracking towards Preliminary Achievement (partial attainment of the course objectives/criteria) in your internal assessment, you will automatically receive at least a PA if you sit your end-of-year exam. This applies to assessments with exam conditions only, such as written, oral, performance or presentation external assessments. It doesn't apply to exhibitions, folios and written work which is prepared in advance throughout the year.

The PA Guarantee means that if you are tracking towards a PA (based on your internal ratings) and sit your exam, you won't receive an overall award less than a PA. Completing your external assessment by sitting your exam gives you the best opportunity to fully demonstrate your knowledge, as well as giving you an opportunity to improve your overall result.



OFFICE OF TASMANIAN
ASSESSMENT, STANDARDS
& CERTIFICATION

GPO Box 333, Hobart, TAS 7001
(03) 6165 6000

enquiries@tasc.tas.gov.au
www.tasc.tas.gov.au

Copyright Notice:
creativecommons.org/licenses/by/4.0

With the exception of logos, trademark protected and other third-party material as indicated this content is licensed under Creative Commons Attribution 4.0 International. We request attribution as: © State of Tasmania (Office of Tasmanian Assessment, Standards and Certification) 2022.

Disclaimer: the information contained in this document is considered to be correct at the time of publication.

Cover Image: kindly supplied by The Friends' School.

PREPARING FOR YOUR EXAM

HOW DO I KNOW WHERE TO GO FOR MY EXAMS?

Notice of External Assessment

You will receive a *Notice of External Assessment* (NoE), sometimes called a 'pink slip' (printed on pink paper), in mid-October with information about where you will sit your exams. Usually, you will sit exams at your school or another exam centre nearby. You must bring your *Notice of External Assessment* to every exam. If you misplace your *Notice of External Assessment*, contact your school immediately to have another one printed.

TASC ID

Your TASC ID and your exam papers are on your allocated desk for each written exam.

You are given a TASC ID when you register with TASC. Your TASC ID will have two numbers, one letter, followed by five numbers. For example, 16K18367. Your TASC ID is the only identification which is allowed on your external assessment material. Your name or school name must not appear on any exam paper, folio, display or other work you submit for external assessment.

WHAT SHOULD I TAKE INTO MY EXAM?

Your Notice of External Assessment

You must take your *Notice of External Assessment* with you to all your exams. This notice shows the exams you are registered to complete and your TASC ID.

Writing equipment

You must bring your own writing tools such as pens, pencils, erasers/rubbers and highlighters. They must be in a clear, sealable plastic bag or clear pencil case.

Water

You may bring plain water only in a clear plastic bottle with 1500 ml maximum capacity, with no adhesive labels and a secure pop-top lid. You cannot refill your water bottle during the exam or share it with others.

Calculators

You may bring TASC approved calculators into some exams – check which exams and the types of calculator allowed in the *Policy on Use of Calculators in Exams* on the TASC website.

Dictionaries

You may bring any/all of the following printed dictionaries into your exam for any course:

- ▶ a standard English dictionary/thesaurus
- ▶ an English to other language dictionary/thesaurus
- ▶ an other language to English dictionary/thesaurus.

Dictionaries cannot be annotated or highlighted in any way, including using stickers to mark a place.

Watch

You may bring a basic analogue watch (not a 'smart', programmable/computerised watch) into your exam. You must remove the watch and place it at the top of the desk where it can be clearly seen by the Exam Supervisor.

WHAT CAN'T I TAKE INTO MY EXAM?

- ▶ Electronic equipment for communication or that can hold notes – such as mobile phones, laptop computers, iPads, tablets, 'smart' programmable (computerised) watches and fitness trackers, music players, or any other similar devices.
- ▶ Electronic dictionaries and/or spell checkers.
- ▶ Electronic storage media, such as USB drives, or other memory cards or storage devices.
- ▶ Subject-specific reference books or dictionaries (such as Physics or Chemistry dictionaries) – see the allowable language dictionaries in 'What I should take into my exam?'
- ▶ Recording devices of any kind, including cameras.
- ▶ Notebooks, loose notes, papers, manuscripts, books – unless their use during the exam has been permitted.
- ▶ Food or drinks (other than water) unless expressly given permission through TASC's reasonable adjustments process.
- ▶ Correction pens, bottles or tape (such as Whiteout or Liquid Paper).

You must turn off and leave items you are not allowed to have during your exam in the area provided. Exam Supervisors have the right to check any material brought into the exam room and remove any unauthorised material.

Penalties apply if you don't follow the external assessment rules (see pages 9–10, including the full list of items not allowed).

EXAM CONDUCT

HOW DO I BEHAVE IN MY EXAM?

- ▶ Respect your fellow students.
- ▶ Listen to and follow the instructions of the Exam Supervisor.
- ▶ Sit at the desk allocated to you. You cannot leave the exam room during the first hour or last half hour of a written exam.
- ▶ Do not communicate with any other candidates once you have entered the room and taken your seat.
- ▶ Use the extra 15 minutes allocated as preparation time to read the exam paper, highlight key information and make notes – do not start writing answers until the supervisor tells you that the 3 or 2 hours of working time has started.
- ▶ Start and stop writing when you are told to. Only write information you want to be assessed on using the space provided for your answers.
- ▶ If you have a question or need anything, raise your hand and wait for help.
- ▶ Leave all exam materials behind at the end of the exam. All exam material is retained for exam integrity or other accountability purposes.

HOW DO I SHOW ACADEMIC INTEGRITY?

You must observe the highest standards of honesty and integrity in the work you submit for assessment.

It is ok to use other people's information, images, ideas or words (including material from the internet) in your work but you must be clear about what you have used, whose material it was, and where you got it from.

Using a wide range of information sources shows that you have undertaken good preparation and study. External markers must clearly see what parts of your work are your own, and what parts are from other people's work and where the information is from.

If you hand in work that is not all your own work and do not reference it appropriately, this is called plagiarism, which is a form of cheating. You risk the cancellation of your external results and possibly all of your results for the year, for both internally and externally assessed courses.

The *Academic Integrity Guide* (on the TASC website) provides information about how to reference (cite) other people's information, images, ideas or words used in your work and what you must do to show which parts of the work are yours, and which parts you have used from other people's work.

Academic integrity applies to all your TASC assessments, including written, practical and oral.

TIPS FOR STAYING CALM DURING EXAMS

C

GET COMFY

- ▶ You're going to be sitting at your allocated desk for a while so get as comfortable as you can. Being comfortable helps you focus on the exam, rather than how your body feels.
- ▶ Set out the supplies for your exam on the desk in your preferred order and how you usually work.
- ▶ Wear layers of comfortable clothing so you can adjust to suit the temperature of the room. Wearing a zip-up hoodie over a t-shirt can keep you from getting too cold or too hot.
- ▶ Try to loosen up as being physically tense will not help you feel better. Try to relax your arms, hands and fingers, and feet and toes. Breathe – use a few slow deep breaths or your favourite breathing exercises to unwind.

A

ADJUST YOUR MINDSET

- ▶ Now is the time to become your biggest cheerleader. Go you!
- ▶ Use positive self-talk. It's very easy when you're stressed to think negative thoughts, but these don't help you focus. Instead, make a conscious effort to think positively about your abilities and the experience of sitting an exam.
- ▶ Banish thoughts of regret or doubt. Even a simple "I can do it!" can make a big difference to your confidence. There are a lot of questions, but you are here to take them on one-by-one, and you will make it through.
- ▶ It might help you to visualise getting through the paper. For instance, imagine the exam paper is a thick jungle, and you are pushing your way through it, question by question.

L

LINE IT UP

- ▶ Now you are comfortable, relaxed and in a positive frame of mind, you can plan your approach to the exam.
- ▶ When the 15 minutes of preparation time starts, write down any information you are worried about forgetting on the notes paper provided. This could be formulas, definitions, or things to jog your memory such as acronyms or key words. Once you have it written down you can come back to it as you need it.
- ▶ Read the whole exam paper and every instruction thoroughly. It's vital that you understand exactly what's being asked of you. If you can choose from a few questions, choose the questions you are most confident in and that cover content you know best or most enjoy.
- ▶ Plan what order you'll tackle the questions in. Your plan doesn't need to be long and complicated. Number, highlight or circle the questions you plan to answer. Do tackle the *easiest* questions first. This builds your confidence and ensures you have a base level of marks before you start dealing with the trickier questions, which may take longer to complete.
- ▶ If you have an essay, make a very quick essay plan before you start. Outline a rough structure and the areas you want to cover. This helps you to use your time effectively by only including relevant material, as concisely as possible. Don't forget to include an introduction and a conclusion that pulls everything together.

M

MANAGE YOUR TIME

- ▶ You're working your way through the paper as you planned but make sure to closely monitor time and maximise the marks you can get for your answers.
- ▶ Make sure you are answering the actual question. Don't forget to pay attention to instructions such as "analyse", "examine" or "compare and contrast" and ensure you do as instructed.
- ▶ Closely monitor time. The 'Guide to the exam structure' on the inside cover of your exam paper has a suggested working time. Roughly, you should spend about one minute a mark when answering a question (this includes time thinking). If you are running out of time, jot down bullet points of your ideas; you may be able to accrue some partial marks.
- ▶ If you get stuck ... try tackling a different question and then go back to the one you were stuck on. Focusing on something else for a bit should help clear your mental block and leave you with fresh inspiration for the problem question.
- ▶ Check every page of your exam booklet, make sure you have answered every question you need to.

AFTER THE EXAM: Congratulate yourself on doing so well! The exam is over – celebrate that! Good job!!

WHAT IF I CAN'T ATTEND AN EXAM?

IF YOU'RE SICK* AND CAN'T ATTEND AN EXAM (* and it's not COVID-19):

1. Tell your school the reason you can't attend the exam.
2. Immediately arrange an appointment with your GP. The appointment should be the same day as your exam. If this isn't possible, it should be **no more than seven days before OR five business days after the exam**.
3. Complete Section A of the TASC Medical Certificate and provide it to your GP.
4. Your GP needs to provide TASC with your completed Section A and their completed Section B by email or by mail within three days of the appointment.
5. You will be advised by TASC by email if your medical certificate has been accepted and you will receive derived results.

IF YOU BECOME SICK DURING AN EXAM AND CAN'T COMPLETE IT:

1. Tell the Exam Supervisor that you are unwell and need to leave the exam.
2. Immediately arrange an appointment with your GP. The appointment should be the **same day as your exam (or no more than five business days after the exam)**.
3. Complete Section A of the TASC Medical Certificate and provide it to your GP.
4. Your GP needs to provide TASC with your completed Section A and their completed Section B by email or by mail within three days of the appointment.
5. You will be advised by TASC by email if your medical certificate has been accepted and you will receive derived results.

IF YOU CAN'T ATTEND AN EXAM FOR ANOTHER REASON, INCLUDING IF YOU EXPERIENCE AN EMERGENCY:

1. Tell your school the reason you can't attend the exam.
2. Write to the Executive Officer, TASC at execofficer@tasc.tas.gov.au on the **same day as your exam (or no more than five business days after the exam)** to apply for an emergency special arrangement.

You must detail the reasons for your absence, and provide supporting evidence as outlined in the application checklist on the TASC website at *Illness & emergency during exams*.

3. You will be advised by TASC by email if your application has been accepted and you will receive derived results.

MEDICAL CERTIFICATES

Only the official TASC Medical Certificate: Senior Secondary External Assessment (available on the TASC website or on pages 7–8 in this Guide) will be accepted as it includes all information required by TASC to make a decision about deriving your exam results (see 'How are my results calculated if I can't attend my exam?').

The Medical Certificate must be completed by a medical practitioner (registered GP or a hospital doctor only) no more than seven days before your exam OR five business days after the exam. The extra five business days to have a GP appointment only applies this year, recognising current difficulties in accessing GP appointments at short notice. COVID-19: If you test positive for COVID-19 or have a PCR test (which has an isolation period), complete Section A of the TASC Medical Certificate and provide GP contact details in Section B. You must attach all authorised evidence of your test/diagnosis and TASC will verify. See the TASC website at *Illness & emergency during exams* for more information about COVID-19 testing and exams and the evidence to provide.

HOW ARE MY RESULTS CALCULATED IF I CAN'T ATTEND MY EXAM?

Derived exam ratings will be applied to determine your results, if it is accepted that you are sick or experience an emergency and can't attend your exam (either in whole or in part).

Derived exam ratings are designed to ensure you receive a fair and equitable course result based on your internal assessments during the year and the external assessment performance of other students in your course who have performed at a similar level in their internal assessments.



Complete this form if you are seeking exemption from an exam, either in whole or part. It will be used as evidence towards your application to have derived exam ratings applied to your results.

SECTION A: CANDIDATE DETAILS (student to complete)

TASC ID:	Date of Birth:	/	/	20
Family Name:				
Given Name(s):				
Email:				
Address:				
Suburb:		Postcode:		
Contact Ph number(s):				

APPLICATION FOR A DERIVED EXAM RATING FOR:

Date of exam	Course Code	Course Name	Practical/ Written exam? (P/W)	Attended the exam? (Y/N)
/ / 2022	-----			
/ / 2022	-----			
/ / 2022	-----			
/ / 2022	-----			
/ / 2022	-----			

CANDIDATE DECLARATION

I declare that, to the best of my knowledge, all the information given on this form (and attachments) is correct.

I authorise the medical practitioner whose name and address appears on the following page, or the Tasmanian Government to provide TASC with a report on the nature of my illness or incapacity. I also authorise TASC to discuss this application with any person who has signed this form or attachment, as is required by TASC to make a decision in regard to my application for derived exam ratings. TASC will manage information in accordance with the **Personal Information Protection Act 2004**.

Student signature:	Date:	/	/
Parent/Guardian signature (if applicable):	Date:	/	/

<input type="checkbox"/> COVID-19 positive test	<input type="checkbox"/> COVID-19 negative PCR test
Date of test: / / 2022	Date of PCR test: / / 2022
Isolation period: / / 2022 to / / 2022	Isolation period: / / 2022 to / / 2022
Test type: (Attach all evidence, TASC will verify)	PCR test: (Attach all evidence, TASC will verify)
<input type="checkbox"/> RAT registered with Public Health	<input type="checkbox"/> TAS state-testing clinic
<input type="checkbox"/> PCR test at a TAS state-testing clinic	<input type="checkbox"/> Private PCR test provider
<input type="checkbox"/> PCR test at a private testing provider	

If you test positive for COVID-19 or have a PCR test, complete Section A and provide GP contact details in Section B. Submit the form directly to TASC (details at the bottom of Section B).

TASC will email you to confirm we have received your completed form. If you don't receive an email within one week, contact your GP or TASC to confirm the form was submitted /received.



SECTION B: MEDICAL EVIDENCE *(medical practitioner to complete and submit)*

Note the authorisation to provide information in the Candidate Declaration and provide your details below:

Name of GP / Hospital Doctor: _____

Address (hospital/clinic/surgery): _____

Postcode: _____

Phone number: _____

Registration number: _____

Please fill details above or use official stamp HERE.

The medical consultation date(s) should be on the day of the candidate's exam(s), OR no more than seven (7) days before or five (5) business days after the exam(s).

I certify that I examined: _____ on ____ / ____ / 20 ____
Name of Student Date(s) of consultation

1. ☐ CANDIDATE IS/WAS UNFIT TO SIT THE EXAM(S).

Dates of illness or incapacity – from ____ / ____ / 20 ____ to ____ / ____ / 20 ____

What is the medical diagnosis?

Provide all relevant information with this application. The information you provide will be treated in the strictest confidence. TASC may contact you for further information regarding this application.

☐

Physical/medical impairment: _____

☐

Psychological impairment (i.e. anxiety/depression) beyond normal concern about exams: _____

☐

Other (please specify): _____

The condition is: ☐ Ongoing (deterioration of long-term condition) OR ☐ Newly diagnosed or temporary

Detail how the above medical diagnosis impaired the candidate's ability to complete the exam(s):

Additional medical evidence may be attached.

2. ☐ CANDIDATE IS/WAS FIT TO SIT THE EXAM(S).

It is the professional opinion of the medical practitioner that the candidate is or was FIT to sit for the exam(s) on the date(s) listed in Section A.

Signature of Medical Practitioner: _____

Date: ____ / ____ / ____

**Do not return
this form to the
candidate**

The medical practitioner must submit this form directly to TASC within three days of the consultation.

Send to: Executive Officer TASC, GPO Box 333, Hobart TAS 7000 or
execofficer@tasc.tas.gov.au

EXTERNAL ASSESSMENT RULES

Exam rules are to make exams fair for all students and to have conditions that test what you know and what you can do. All students taking external exams must follow the same rules.

These rules outline what you need to know about taking exams, and what it is expected of you as a candidate.

1. Conduct

Each candidate must follow these rules about the conduct of external assessments arranged by, or on behalf of, TASC.

- (a) Each candidate must attend an exam in person.
- (b) A candidate must not allow any other person to attend an exam in his or her place.
- (c) A person must not help any candidate to arrange for any other person to attend an exam in the candidate's place.
- (d) A candidate must obey any instructions or directions given in the exam room by a supervisor.
- (e) No candidate may leave the exam room before the end of the first hour of the scheduled writing time.
- (f) No candidate may leave the exam room in the last half an hour of the scheduled writing time.
- (g) Except with the permission of the supervisor, no candidate may occupy a seat in the exam centre other than that assigned to the candidate.
- (h) No candidate may communicate with any other candidate in the exam room.
- (i) A candidate must not bring into the exam room any loose notes, papers, manuscripts, books or notebooks or other materials unless these are listed in the TASC requirements for this exam. A candidate must put any such books or notes that have accidentally been brought into the exam room in the section of the room that has been set aside for this purpose.
- (j) A candidate must not, during an exam, give assistance to another candidate or, through lack of care, allow another to copy or otherwise use any materials; or accept help from another or, dishonestly or unfairly use any materials or, in any manner whatsoever, act dishonestly or unfairly or cheat or conspire to do so.
- (k) A candidate must not remove any answer booklet, used or unused, from the exam room.
- (l) A candidate must not bring any of the following items into the exam room:
 - electronic dictionaries and/or spell checkers
 - subject specific reference books/dictionaries (exception – languages [dictionaries])
 - programmable (computerised) watches or devices (For example, Apple watch, watches and fitness trackers, music player such as iPods / MP3 players / mini disc or CD players, laptop computers/ PDAs, iPads, tablets or similar devices)
 - recording devices of any kind
 - electronic storage media (USB drives or other proprietary memory cards)

- mobile telephones
- cameras
- animals
- any intoxicating substances
- any loose notes, papers, manuscripts, books or notebooks unless their use during the exam has been permitted
- pencil cases or pencil bags – pens and pencils must be in a clear sealable plastic bag or clear pencil case
- any food or drinks (other than water) unless expressly given permission through TASC's reasonable adjustments process.

Note: water may be brought into an exam room provided that the water is in a clear plastic bottle that has no adhesive labels and has a pop-top lid. The bottle is to be a maximum of 1500 ml capacity and is not to be refilled or shared with other candidates during the exam.

A candidate may not bring into an exam room an approved and permitted calculator or any other form of electronic device that holds text or other information that if brought into the exam room in any other way would be a breach of section 2 of this rule.

- (m) A candidate must not present for external assessment under the influence of drugs or alcohol.
- (n) A candidate must not cause any nuisance, annoyance or interference to any other candidates. A candidate who does not obey an instruction given by the supervisor to stop any nuisance, annoyance or interference to any other candidates will not be allowed to complete the exam and will be required to leave the exam room immediately.
- (o) A candidate must obey and observe any instruction relating to these rules given by the supervisor.
- (p) A candidate must stop writing when given the instruction to do so by the supervisor.
- (q) At the end of the exam each candidate must stay silent and in his or her place until told by the supervisor to leave the exam room.
- (r) A candidate must not communicate with an examiner, either before or after an exam or during a performance exam, except when communications are necessary for the conduct of the exam. Any communication regarding the conduct or result of an exam must be directed to the Executive Officer, TASC.
- (s) A candidate must not cause any interference or damage to property at a venue where an exam is being conducted.
- (t) A candidate must not write or draw anything offensive in an answer booklet, nor write letters or notes to the examiners.
- (u) Candidates detected with any device defined in (l) upon the direction of the supervisor, must surrender that device for inspection. Any confiscated device will be retained, pending an investigation into the alleged breach of TASC rules.
- (v) Candidates must not remove any response material, used or unused from the exam room.
- (w) All candidate watches must be removed and placed at the top of the candidate's table where they can be clearly and easily seen by a supervisor.

2. Attendance at exams

- (a) A supervisor will admit a candidate to the exam room if the candidate presents a valid Notice of External Assessment. A student without a valid Notice of External Assessment will only be admitted by the supervisor after the TASC Liaison Officer or Principal of the student's school has confirmed the student's identity to the supervisor, and on the basis that the student will comply with this rule.
- (b) A candidate who arrives up to one hour after the scheduled start of writing time for the exam will be admitted to the exam room. A candidate so admitted must stop work by the scheduled finish of writing time.
- (c) A candidate arriving later than one hour from the scheduled start of writing time will be admitted only on the following conditions:
 - i. that the candidate is admitted to the room on the understanding that his or her answer booklet(s) may not be accepted by TASC. The candidate must be told about this condition and must accept this requirement by completing the appropriate form (statutory declaration).
 - ii. that appropriate arrangements can be made to allow the candidate to complete the exam without disruption to other candidates. A candidate so admitted must stop work by the scheduled finish of writing time.
 - iii. that the candidate completes a statutory declaration immediately following the conclusion of the exam declaring:
 - the reason for being late for the exam (note rule 2(d) below)
 - that the candidate: – has not seen or read the exam question booklet before entering the exam room – has had no communication with anyone who has had access to the contents of the exam question booklet – understands that the answer book(s) may not be accepted by TASC.
- (d) TASC will not make any allowance for a candidate who is late for an exam or who is absent from an exam as a result of misreading the timetable.
- (e) A candidate who, due to illness, has to leave an exam or is absent from an exam and wants this to be taken into consideration by TASC must visit a medical practitioner and request the completion of the TASC Medical Certificate located in this Exam Guide. Medical Certificates must be dated on the day of the exam or not more than 7 days before. Medical Certificates dated after the day of exam will not be accepted under any circumstances. (Note: 2022 COVID adjustment applies.)
- (f) A candidate who is absent from an exam for some non-medical reason and wants TASC to give them individual consideration when determining their final award must write to the Executive Officer of TASC within 5 working days of the exam. The candidate must detail the special circumstances of this absence and provide any available supporting evidence (note rule 2(d) above).
- (g) During the scheduled time of an exam, a person (including a teacher) who is not authorised by TASC must not enter an exam room, communicate with a candidate or look at or remove an exam paper.

3. Externally assessed folios and other project work

- (a) Any material submitted by a candidate for external assessment must, except where the source of the information, images, ideas or words is explicitly acknowledged, be the work of the candidate.
- (b) An externally assessed folio or other project work will be assessed as specified in the folio guidelines published by TASC that year.

- (c) TASC will only accept candidate folios of work for assessment if:
 - i. the authenticity of the student work is verified by the class teacher on behalf of the course provider
 - ii. the Declaration Form is completed by both the candidate and the responsible teacher acting on behalf of the provider (this form is archived by the school)
 - iii. the folio is officially received at the designated collection centre (usually a school or college) on or before the published due date (and by no later than 5:00pm) unless TASC has given to the candidate written approval before this date for a particular later submission date through the folio extension process.

4. Breaches of the rules

- (a) Any apparent breach of the above rule or any other form of cheating or dishonesty in relation to any external assessments will be reported to the Executive Officer of TASC.
- (b) The Executive Officer may decide that the apparent breach is sufficiently serious to require consideration of a possible penalty by a meeting of members of a committee formed by TASC.
- (c) The meeting of members of the TASC committee will consider the circumstances of the alleged breach and determine, if necessary, an appropriate penalty.
- (d) Possible penalties for candidates include:
 - cancellation of the candidate's exam result for a particular subject; or
 - cancellation of all the candidate's results for the year, for both internally and externally assessed subjects.

5. Reasonable adjustments

- (a) Sections 2 and 3 of these rules will apply to candidates with disabilities or other impairments with such approved changes, consistent with providing a fair opportunity to all to show what they know and can do, as can be appropriate and reasonable.
- (b) Candidates, supervisors and markers will be advised as needed by TASC of any approved specific changes to these rules for particular candidates.
- (c) Requests for reasonable adjustments must be received in the form and by the time specified by TASC.

6. Inspections and copies of written assessment materials

- (a) Requests to inspect written exam material and folios must be submitted by the TASC nominated dates, published in the annual Student Exam Guide. The candidate must complete the application form (available after the release of results) and the approved charge must be paid in advance.
- (b) Requests to raise any matters related to individual exams and external assessment results must be submitted to TASC by 31 January in the year following the exam or assessment.
- (c) All work that is required to be externally assessed at schools and colleges will remain at the relevant school until the external assessment process is complete.
- (d) Candidates can request to have a copy of their written exam material and folios returned to them by completing the application form and returning to TASC by 30 April in the year following the assessment. A copy of the material will then be returned by the end of June that year.

YOUR RESULTS

WHEN WILL I GET MY RESULTS?

Your results will be emailed on **14 December 2022** to the email address you provided in your Student Declaration. If you would like to update your email address, use the **'Update your email address' online form** on the TASC website.

Results are also mailed to all students.

WHAT RESULTS WILL I RECEIVE?

The results you receive will depend on which year of study you have completed.

YEAR 10 STUDENTS (studying TASC accredited courses)	STATEMENT OF RESULTS: All students (Shows the results of all courses for the year and information about your progress towards attaining the TCE)
YEAR 11 STUDENTS	STATEMENT OF RESULTS: All students
YEAR 12 AND YEAR 13 STUDENTS	STATEMENT OF RESULTS: All students QUALIFICATIONS CERTIFICATE: (All students who successfully completed TASC accredited courses, VET and other learning formally recognised by TASC) TASMANIAN CERTIFICATE OF EDUCATION: (Only students who achieved the TCE Standards) TASMANIAN CERTIFICATE OF EDUCATIONAL ACHIEVEMENT: (Only eligible students) TERTIARY ENTRANCE SCORE AND AUSTRALIAN TERTIARY ADMISSION RANK (ATAR): (Only students who attained the TCE and are eligible to receive an ATAR)

WHAT IF I HAVE A QUERY ABOUT MY RESULTS?

Read the information about results queries on the TASC website. If you still have a query, register it via the online form at www.tasc.tas.gov.au as soon as possible.

CAN I GET MORE INFORMATION ABOUT MY RESULTS?

Yes. You could:

1. Inspect your written exam material. Apply by **2 January 2023** for first round and **5 February 2023** for second round inspections. Speak with your teacher and school about your eligibility to apply to inspect your written exam material.
2. Request a copy of your written exam to be returned to you. Copies are provided in the first week of July and you must apply before the end of April in the year following your exam. You must register online by **28 April 2023** to receive this information.

All exam material is destroyed at the end of June the following year after your exams.

HOW IS AN AUSTRALIAN TERTIARY ADMISSION RANK (ATAR) USED?

The ATAR is used by Australian universities to allocate places to students. In Tasmania, it is the responsibility of the University of Tasmania, as the Tertiary Admissions Centre to determine what courses can be counted towards your ATAR. Entry requirements to university vary by course and by university.

In Tasmania, to be eligible for an ATAR you must also achieve the TCE. If you are an eligible Year 12 or Year 13 student you will receive your Tertiary Entrance Score and ATAR with your TCE and other results.

More information about university entrance is available on the University of Tasmania's website at www.utas.edu.au

EXTERNAL ASSESSMENT TIMETABLES

2022 FOLIOS AND OTHER PROJECT WORK

DUE TO TEACHER BY 5:00pm	COURSE NAME AND CODE
Wednesday 7 September	<i>English Literature</i> (ENL315114)
Wednesday 14 September	<i>Psychology</i> (BHP315116) <i>Dance, Choreography & Performance: Critical Analysis</i> (DNC315120) <i>Housing and Design</i> (HDS315118)
Wednesday 19 October	<i>Dance Choreography & Performance: Choreographic Reflections</i> (solo and group) (DNC315120) <i>Sociology</i> (BHS315116) <i>Art Theory and Criticism</i> (ARA315116)
Friday 21 October	<i>Student Directed Inquiry</i> (SDI315117) <i>English Writing</i> (ENW315114)
Wednesday 26 October	<i>Media Production</i> (MED315117) <i>Computer Graphics and Design</i> (CGD315118) <i>Music</i> (MSM315120) – composition only
Wednesday 2 November	<i>Agricultural Systems</i> (AGR315117) <i>First Nations Studies</i> (TAS315119) <i>Art Production</i> (ART315117) <i>Art Studio Practice</i> (ART315214)

ARRIVE EARLY

Arrive at your exam centre at least 15 minutes before the scheduled start time of your exam. This allows time to receive instructions from Exam Supervisors and to be ready for the start of the exam.

2022 PRACTICAL, ORAL AND DISPLAYS

School and student performance/ interview times are advised in Term 4.

DATE	COURSE NAME AND CODE
PRACTICAL:	
South: 19 – 28 October	<i>Drama</i> (SDD315120)
North: 21 – 27 October	<i>Theatre Performance</i> (SDP315120): Your teacher will upload the Independent Reflective Study (IRS) by the day of the performance.
North West: 24 – 26 October	
25 October – 2 November	<i>Dance, Choreography & Performance</i> (DNC315120)
27 October – 4 November	<i>Music</i> (MSM315120)
31 October – 4 November	<i>Student Directed Inquiry</i> (SDI315117)
ORAL: Languages and English as an additional language	
31 October – 3 November	<i>Chinese</i> (CHN315114)
	<i>English as an Additional Language or Dialect</i> (EAL315120)
	<i>French</i> (FRN315114)
	<i>German</i> (GRM315114)
	<i>Italian</i> (ITN315114)
	<i>Japanese</i> (JPN315114)
DISPLAY:	
7 – 18 November	<i>Art Production</i> (ART315117)
	<i>Art Studio Practice</i> (ART315214)

2022 NATIONALLY OR INTERSTATE ASSESSED LANGUAGES (NIAL) EXAMS

Nationally or interstate assessed language courses are sourced from other Australian assessment agencies. These courses were previously known as the Collaborative Curriculum and Assessment Framework for Languages (CCAFL) courses.

Students sitting NIAL exams (and their schools) are notified of their individual exam timeslot.

DATE	TYPE	LANGUAGE	TIME
Wednesday 19 October	Written (equivalent)	<i>Auslan</i>	From 9:00am
	Written	<i>Polish</i>	2:00pm–4:40pm
	Written	<i>Filipino</i>	2:00pm–4:40pm
	Written	<i>Hindi</i>	2:00pm–4:40pm
	Written	<i>Persian</i>	2:00pm–4:40pm
	Written	<i>Tamil</i>	2:00pm–4:40pm
Monday 24 October	Oral (equivalent)	<i>Auslan</i>	From 10:00am
	Oral	<i>Persian</i>	From 10:00am
	Oral	<i>Spanish</i>	From 10:00am
Tuesday 25 October	Oral	<i>Hindi</i>	From 10:00am
	Oral	<i>Korean</i>	From 10:00am
	Oral	<i>Vietnamese</i>	From 11:30am
	Oral	<i>Tamil</i>	From 12:00pm
Thursday 3 November	Written	<i>Korean</i>	11:45am–2:00pm
Friday 11 November	Written	<i>Spanish</i>	3:00pm–5:15pm
Monday 14 November	Written	<i>Modern Greek</i>	2:00pm–4:10pm
	Written	<i>Chinese</i>	2:00pm–4:10pm
Wednesday 16 November	Written	<i>Vietnamese</i>	2:00pm–4:15pm
TBC	Oral	<i>Filipino</i>	TBC
	Oral	<i>Polish</i>	TBC
	Oral	<i>Modern Greek</i>	TBC

2022 WRITTEN EXAMS

WEEK 1	DATE	MORNING EXAMS (commence 9:00am)	AFTERNOON EXAMS (commence 1:30pm)
	Tuesday 8 November	<i>Electronics</i> (ELT315114) – 3hrs <i>Health Studies</i> (HLT315118) – 3hrs <i>Chinese</i> (CHN315114) – 3hrs <i>Italian</i> (ITN315114) – 3hrs	<i>Chemistry</i> (CHM415115) – 3hrs <i>Accounting</i> (ACC315116) – 3hrs
	Wednesday 9 November	<i>English</i> (ENG315117) – 3hrs	<i>Modern History</i> (HSM315117) – 3hrs <i>Business Studies</i> (BST315116) – 3hrs
	Thursday 10 November	<i>Mathematics Methods – Foundation</i> (MTM315117) – 3hrs <i>Outdoor Leadership</i> (OXP315118) – 3hrs	<i>German</i> (GRM315114) – 3hrs <i>General Mathematics</i> (MTG315120) – 3hrs
	Friday 11 November	<i>Media Production</i> (MED315117) – 2hrs <i>Mathematics Methods</i> (MTM415117) – 3hrs	<i>Economics</i> (ECN315116) – 3hrs <i>Environmental Science</i> (ESS315118) – 3hrs <i>Drama</i> (SDD315120) – 2hrs

WEEK 2	DATE	MORNING EXAMS (commence 9:00am)	AFTERNOON EXAMS (commence 1:30pm)
	Monday 14 November	<i>Food and Nutrition</i> (FDN315118) – 3hrs <i>Mathematics Specialised</i> (MTS415118) – 3hrs	<i>Physical Sciences</i> (PSC315118) – 3hrs <i>Geography</i> (GGY315120) – 3hrs
	Tuesday 15 November	<i>Psychology</i> (BHP315116) – 3hrs	<i>Biology</i> (BIO315116) – 3hrs <i>Information Systems and Digital Technologies</i> (ITS315118) – 3hrs
	Wednesday 16 November	<i>Physics</i> (PHY415115) – 3hrs <i>Philosophy</i> (PHL315118) – 3hrs <i>Studies of Religion</i> (REL315116) – 3hrs	<i>English as an Additional Language or Dialect</i> (EAL315120) – 3hrs <i>English Literature</i> (ENL315114) – 2hrs <i>Australia in Asia and the Pacific</i> (AAP315116) – 3hrs
	Thursday 17 November	<i>Sport Science</i> (SPT315118) – 3hrs <i>Ancient History</i> (ANH315117) – 3hrs	<i>Legal Studies</i> (LST315117) – 3hrs <i>Computer Graphics and Design</i> (CGD315118) – 2hrs
	Friday 18 November	<i>Computer Science</i> (ITC315118) – 3hrs <i>Music</i> (MSM315120) – 2hrs <i>Sociology</i> (BHS315116) – 2hrs	<i>French</i> (FRN315114) – 3hrs <i>Housing and Design</i> (HDS315118) – 2hrs <i>Japanese</i> (JPN315114) – 3hrs

EXAM LENGTH: The number of hours listed in the table above is the working time to complete the exam paper. There is an additional 15 minutes of preparation time at the start of all exams.

KEY DATES

2022				
7 Sept – 2 Nov	19 Oct – 18 Nov	8 – 18 Nov	13 Dec	14 Dec
Submit externally assessed folios and other project work	Oral, practical and display period	Written exam period	Last day to update your email address to receive your results by email – online form at www.tasc.tas.gov.au	Results available – emailed to students and mailing of postal results starts

2023		
2 Jan	5 Feb	28 April
Applications close for first round requests to inspect written exam material (<i>Years 12 and 13 students only</i>)	Applications close for second round requests to inspect written exam material (<i>all students who did not submit a first round request</i>)	Applications close to have written exam materials returned

FOR MORE INFORMATION

- ▶ Talk to your teachers or your school's TASC Liaison Officer (TLO)
- ▶ Visit: www.tasc.tas.gov.au for information, including how your courses are assessed and past exam papers and exam reports
- ▶ Email: enquiries@tasc.tas.gov.au or use the 'Contact us' form on our website
- ▶ Ph: (03) 6165 6000



OFFICE OF TASMANIAN
ASSESSMENT, STANDARDS
& CERTIFICATION