



TASC Principal and TLO Forum

March 2023



Acknowledgement of Country

Agenda

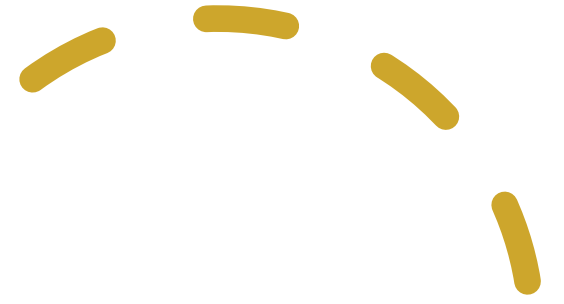
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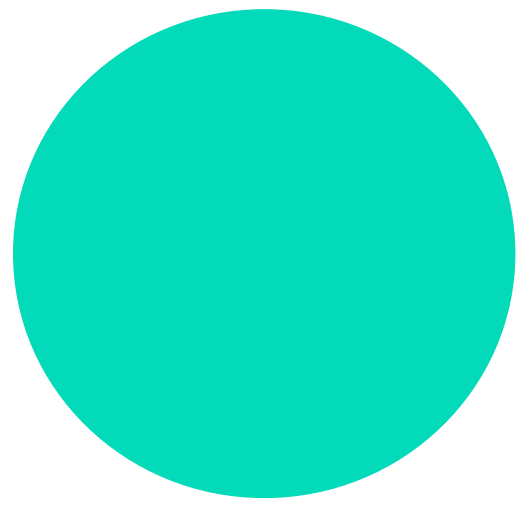
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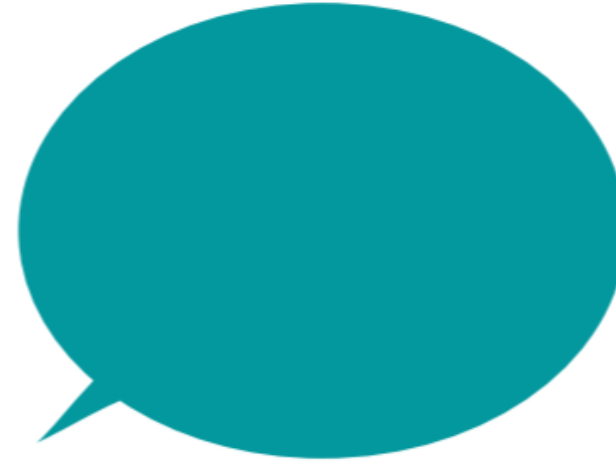
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2022 PRELIMINARY DATA REPORTS

- Provided 14 December 2022
- Updated data will be provided early March
- Access this excel file via [TRACS](#) > Provider > Contact Info > Reports tab > click download "[TRACS How to... access preliminary results data](#)"

2022 INTERNAL VS EXTERNAL DIFFERENCES REPORT

- Being sent out via TRACS this week



Any questions?

The background features a large teal circle on the left side. In the top left corner, there is a yellow circle. At the top center, a light blue triangle is partially visible. On the right side, there is a yellow circle, a light blue square, and several yellow dashed lines of varying lengths and orientations.

Term 1 Start Up

TAKE THE STAND

Actioning the Standards for Providers of TASC Courses



What are the Standards for Providers?

The [Standards for Providers](#) are the ongoing requirements for schools.

They ensure:

- consistency and comparability of courses
- results, fairness and equity for students
- that the qualifications issued are valid and reliable.



What is *Take the Stand*?

- A focus on the 10 Standards for Providers
- What *they* mean in practice
- how *they* benefit students, teachers, schools and the Tasmanian education system



Why are we doing *Take the Stand*?

- TASC is both a regulator and an advocate of the Standards for Providers.

RESOURCES

[Standards for providers – TASC](#)





OFFICE OF TASMANIAN
ASSESSMENT, STANDARDS
& CERTIFICATION

TAKE THE STAND

Actioning the Standards for Providers of TASC Courses



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 <ul style="list-style-type: none"> 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 <p>Annual registration and scope of courses to be delivered by your school:</p> <ul style="list-style-type: none"> Register with TASC to deliver TASC accredited courses Register the school's scope of courses in TRACS as part of the school registration process. <p>Teaching and assessing TASC courses:</p> <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 	Late TERM 3 & 4 <ul style="list-style-type: none"> 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.



[Focus Areas BY TERM - \(tasc.tas.gov.au\)](https://tasc.tas.gov.au)

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2023 PRINCIPALS REGISTRATION

- Registering with TASC is an annual function that must be completed by the Principal in TRACS
- The deadline for Principals Registration has passed and the majority have already registered their schools.
- If your school has not completed the registration, please get in touch with TASC as the window to complete this yourselves has passed.
- The status of registrations can be checked in TRACS.

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TRACS will be populated with 2023 enrolments following the system changeover on **Friday 31 March**

CATHOLIC AND INDEPENDENT SCHOOLS

- Student and class data spreadsheets are due to TASC by **Friday 10 March** (this Friday!)
- Further information and spreadsheets have been provided via email.
- Helpdesk support will be available to schools and staff who are new to the process.

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2022 Assessment Reports - Level 3 and Level 4 TASC courses

- All assessment reports for the previous 5 years are available on the relevant course document page under 'Supporting documents, including external assessment material'
- Where relevant, this document will also include some solutions to the questions on the exam paper
- The 2022 Assessment Reports have been finalised and are published on the TASC website. Please ensure that the course document page is accessed through the TASC website (not via a Google search) to make sure that the most recent course document is accessed. It will state at the top of the course page if the course is accredited for 2023 delivery.

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QUALITY ASSURANCE

- **Quality Assurance Meetings:** The Quality Assurance Meetings Information Kit and specific requirements for the following Level 2 courses are now available on the Quality Assurance Meetings page on the TASC website.
 - English Foundations
 - History and the Environment
 - Introduction to Sociology and Psychology
 - Legal Studies – Foundation
 - Religion in Society
 - Tasmanian Aboriginal Studies
 - Work Readiness
 - General Mathematics 2
 - English Inquiry
 - Essential Mathematics – Personal
 - Essential Mathematics – Workplace

The teachers of these courses should be familiar with the nature of the bodies of work that will be required for the meetings in September.

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QUALITY ASSURANCE

- **Quality Assurance Regional Workshops:** providers from a select geographic area are required to send representatives and materials to a TASC Quality Assurance Regional Workshop. The focus is on capacity building and continuous improvement. A Quality Assurance Improvement Plan is developed and later lodged with TASC. A template for the plan is available [here](#). This will inform continuous improvement at the school level and is used by TASC as a reference point in other quality assurance processes.
- The schedule for Quality Assurance Regional Workshops:
 - South:
 - Monday, 20 March 2023 – 10am – 3pm – Professional Learning Institute (PLI)
 - Monday, 27 March 2023 – 10am – 3pm – St Virgil's College
 - North:
 - Tuesday, 21 March 2023 – 10am – 3pm – Tramsheds Function Centre
 - North-West:
 - Wednesday, 22 March 2023 – 10am – 3pm – Trawlers Function Room, Argosy Motor Inn

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QUALITY ASSURANCE

- **Desktop Audits** involve course providers supplying documents and materials to TASC. TASC undertakes a review of the materials and gives formal feedback to schools. The course-specific desktop audits are for: Work Readiness, Student Directed Inquiry and Project Implementation – [course specific desktop audits](#)
- **Site-Visit Audits** involve TASC representatives visiting schools to view teaching and learning materials and holding face-to-face discussions about the evidence presented. Formal feedback is given to the provider by TASC – [on site audits](#).
- In 2023, the following courses have been selected for on-site focused audits:
 - First Nations Studies 3 (selected providers)
 - Housing and Design 3 (selected providers)
 - Learning Through Internship 2 (selected providers)
 - Enterprise at Work 2 (selected providers)



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Pre-Year 11 enrolment applications: provided to TASC as soon as possible. Please note the [Policy statement](#) and [Application form](#)

Nationally or Interstate Assessed Languages (NIAL): Applications to enrol close **Friday 24 March 2023**.

Note that these courses are designed for learners who are background speakers of a language or who have extensively studied it as a second language. These courses require that a learner have at least 200 hours of instruction in the language. These courses are not taught, so individual students will need to conduct their own exam preparation with the assistance of their school.

Schools need to complete an application through TRACS on the student's behalf, using the *Nationally & Interstate Assessed Languages Administration* task type.

More information is on our website.

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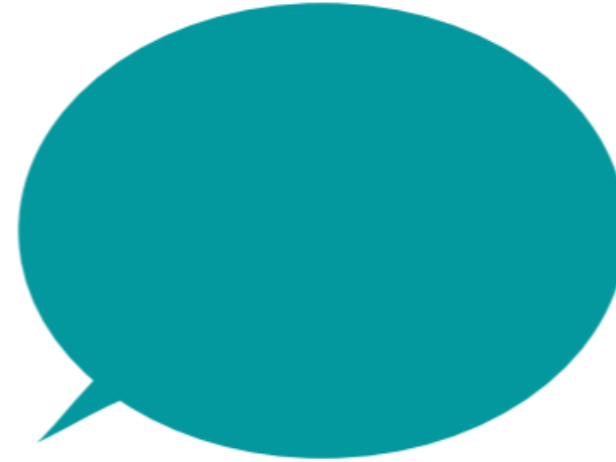
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Academic Integrity in 2023

Next week the TASC Academic Integrity policy will be shared on our website, and at the state-wide Moderation Meetings.

This policy is designed to supplement and support the existing Academic Integrity policies within each school.

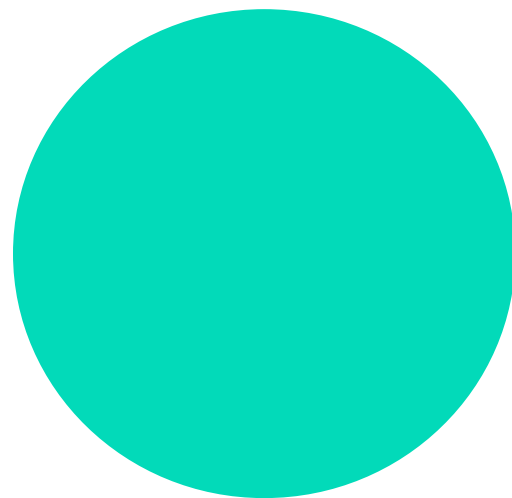
A link to the policy will also be provided in the next TASC Update.



Any questions?



Assessment Updates



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Reasonable Adjustment Applications - Key Dates



8 March New application form will be available on the TASC website

8 March Re-applications can be submitted via TRACS

1 April New applications and re-applications can be submitted via TRACS

1 April Assessment Team will commence processing approvals for re-applications and new applications

31 May Applications for Reasonable Adjustment close

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Reasonable Adjustments – Handy Hints

- Applications must be created via an individual student profile in TRACS, not against the school profile and/or grouped by multiple students.
- All parts of the application form must be completed. Please note that TLO's and Principals can complete Section B.
- It is important to stipulate any courses where a student will **not** need certain adjustments - i.e., no computer for a maths exam
- Schools need to be mindful of their own resources when they request adjustments - especially smaller/separate rooms



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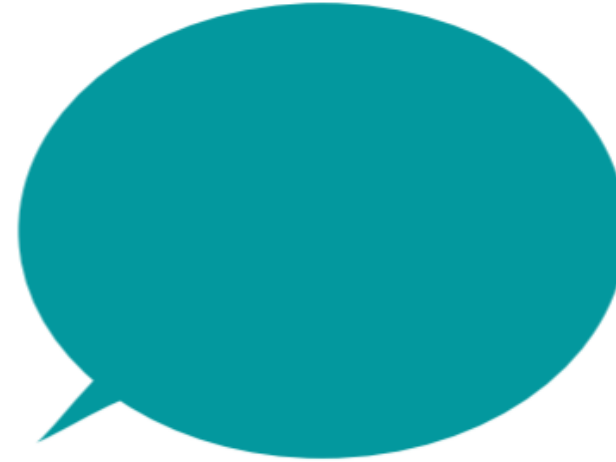
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Reasonable Adjustments – Please note

- The Reasonable Adjustments Application Form (RA1) has had some minor amendments.
- Please do not use previous versions of the form.
- Application Form Amendments Overview:
 - Additional information regarding eligibility and school responsibilities at the beginning of the form
 - Updates to Section B – Summary of Report to clarify who is responsible for completing Section B
 - Updates to Section C – School Statement to clarify school responsibilities



Any questions?

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GENERAL QUERIES