

TASC Principal and TLO Forum

9 May 2024

Term 2 2024

Acknowledgment of Country

National Reconciliation Week

(27 May – 3 June 2024)

National Reconciliation Week commemorates:

- the [1967 Referendum](#) granting Aboriginal and Torres Strait Islander people the right to vote
- the [1992 Mabo decision](#) debunking the fallacy of the doctrine of 'Terra Nullius'.



©National Reconciliation Week 2024. Artwork by Gubbi Gubbi artist [Maggie Douglas](#) and theme design by [Carbon Creative](#) for [Reconciliation Australia](#).

Agenda



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TASC Staffing Update

TASC's Manager Engagement and School Support



Neesha-Marie Hartog

- Neesha-Marie has joined TASC as Manager Engagement and School Support.
- Some of you may already know Neesha-Marie from her time as a member of Hobart College's senior staff team.
- Neesha-Marie will be focused on working collaboratively with schools, supporting them to understand TASC functions and processes and helping new TLOs to adjust to their role.
- If you would like to reach out to Neesha-Marie, you can contact her at TLO@tasc.tas.gov.au.

The background is a solid teal color. A large white circle is centered on the page, outlined with a thick teal border. To the left of the circle, there is a series of seven short, yellow, dashed lines arranged in a curved pattern. To the right of the circle, there is a small, light blue, semi-circular shape. The bottom right corner of the image features a series of parallel, diagonal teal lines.

Sessional Staff Update

Recruitment Update



Setting Examiners & Exam Critics

- 40 courses with written exams
 - 41 Setting Examiners employed – 0 positions left to fill.
 - 79 Exam Critics employed – 2 positions left to fill.


Marking Coordinators & Markers

- 53 courses
 - 68 Marking Coordinators employed – 3 positions left to fill.
 - Marker applications open (estimated marking loads not yet calculated).

Supervisor Coordinators & Supervisors

- Often have trouble filling these roles and always looking for more supervisors.
- Applications open **17 June**.
 - Supervisor Coordinator applications close 26 July.
 - Supervisor applications close 30 August.

For more information, see [Employment](#).



**Reminder:
2024 EAS
Amendments**

Reminder: 2024 EAS Amendments



[External Assessment
Specifications
Advisory Panel
\(EASAP\)](#)

Every year the External Assessment Specifications Advisory Panel (EASAP) meets at the end of March to review the external assessment specifications for courses where amendments had been recommended.

- This year some amendments were made, and these were advertised in the *TASC Update* and published on the website (see *link to the right*). Course document webpages were also updated.
- EAS for courses first taught in 2024 will be reviewed at the 2025 EASAP.
- It's important that teachers are familiar with any changes relevant to courses they teach so that they can prepare their students for external assessment effectively.


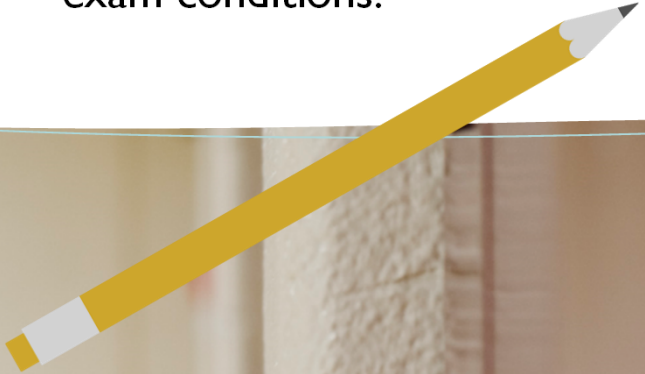




Reminder:
Reasonable
Adjustments



Reminder: Reasonable Adjustments

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- Reasonable Adjustment applications (RA1, RA2 and RA4) close **Friday 5 July 2024**.
 - *Note:* Even if a reasonable adjustment application hasn't been approved by midyear exams, schools should still apply the adjustments they've applied for.
 - While schools are responsible for midyear exams, working to make this experience as similar to end of year exams as possible allows students to gain confidence working in exam conditions.
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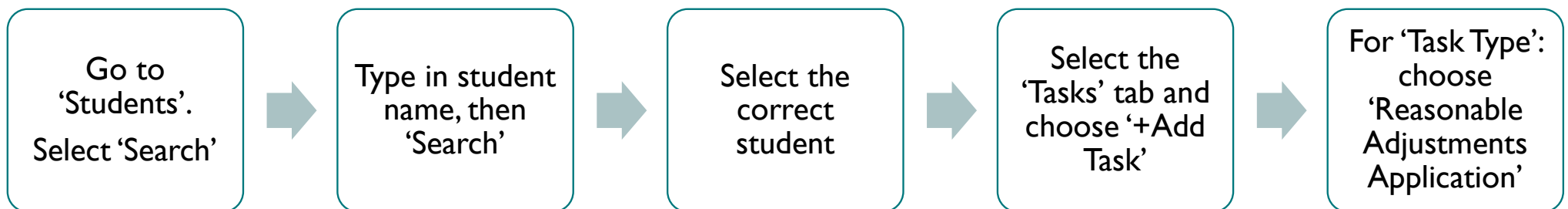
Reasonable Adjustment Applications in TRACS

Things to remember:

- When submitting Reasonable Adjustment applications in TRACS, create a separate application task for each student.
- RA information is confidential, so it's important that multiple students are not linked to one task. Application forms for multiple students shouldn't be attached to a single task for the same reason.
- Use a student task to submit the application. See the steps below for how to create a student Reasonable Adjustments Application task:

Tip

Remember to check that the Principal has signed the application before attaching it to the task.



The graphic features a large white circle with a teal border, centered on a blue background. To the left of the circle, there are several stacked papers or folders, some with yellow dashed lines. A small teal semi-circle is positioned at the bottom right of the white circle.

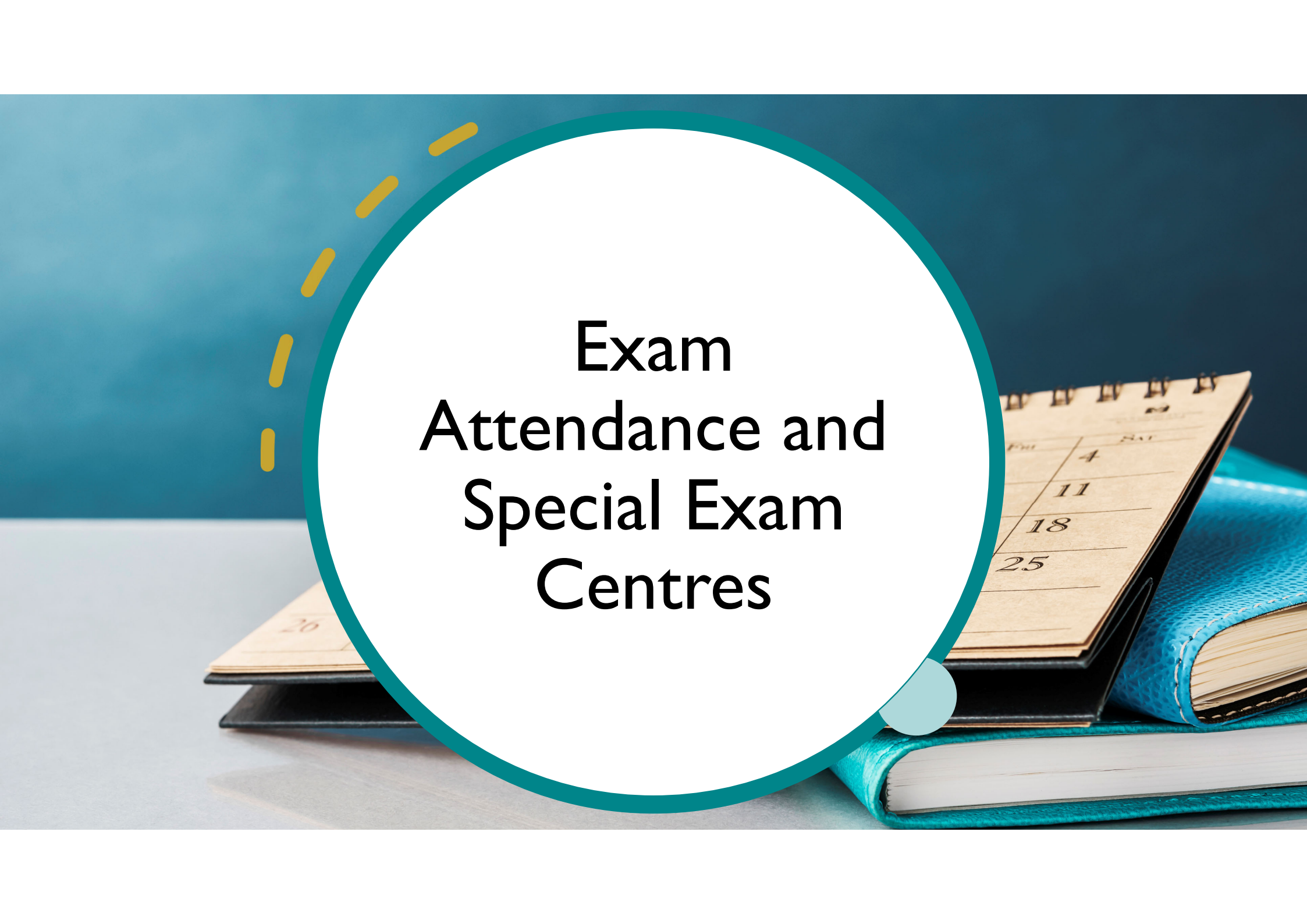
Quality Assurance Update

Quality Assurance Resources

- **NEW:** [An Overview of TASC Quality Assurance](#)
- The [Planning to meet Provider Standards for TASC-Accredited Senior Secondary Courses](#) template has been updated and is available on the [Tools for Teachers](#) page. This **optional** template helps schools and colleges to plan actions they can take to ensure they meet the [Standards for Providers](#).
- Schools offering *English Studio* Level 2 and *Engineering Design* Level 2 are reminded that an [information sheet](#) (PDF, 325 KB) about a desktop audit of these courses scheduled for later in the year is available on TASC's website.

Need some extra QA support?

Reach out to the QA team by creating a Quality Assurance task in [TRACS](#).



Exam Attendance and Special Exam Centres

Exam Attendance



A reminder that this year's written exam period is from **Monday 11 November to Thursday 21 November 2024** and students are expected to be ready to attend their scheduled Level 3 and 4 exams.

If a student is planning to travel interstate or overseas at the time of the exams, the school needs to assist them to request a special exam centre. They must apply before **1 July** and be prepared to cover the cost of a special exam centre.

If you have a question about the requirements and applications for special exam centres, contact Assessment using a 'Special Exam Centre' TRACS task.

Derived exam ratings are restricted to students experiencing unfortunate and unplanned circumstances, such as being sick, an emergency or other exceptional unexpected circumstances.

What if a Student is Selected for a Special Event?

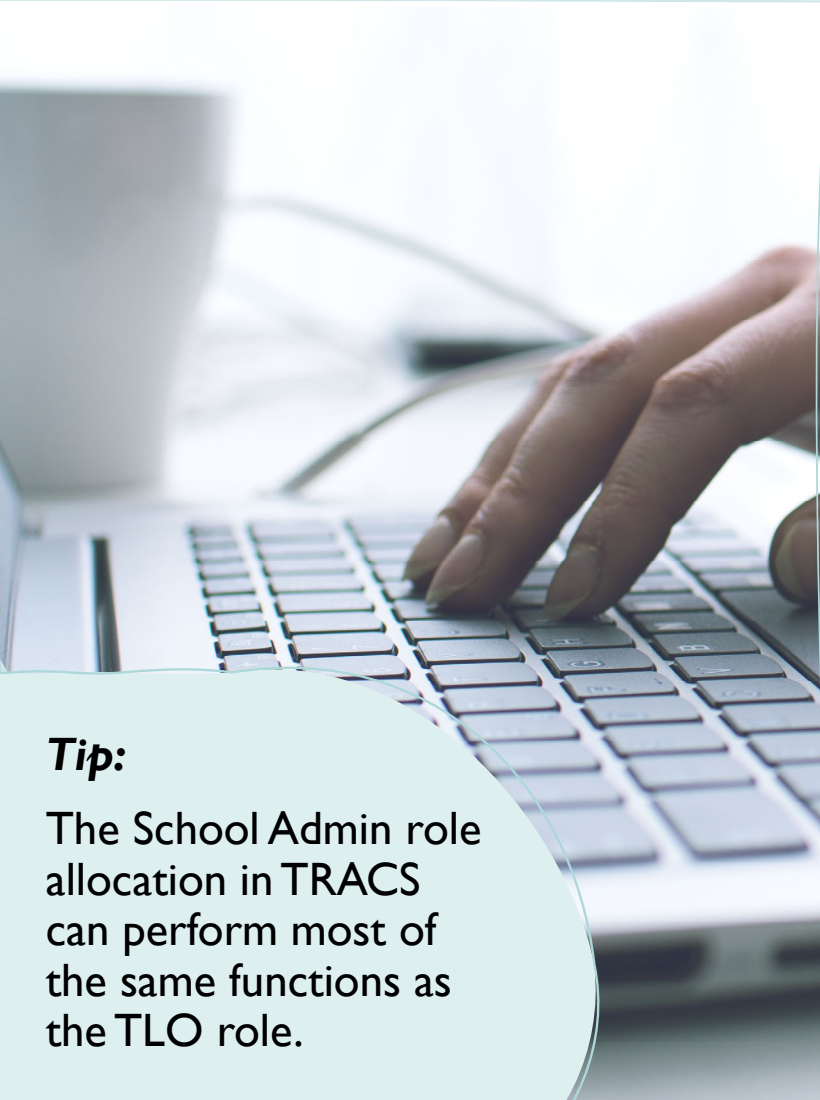
- TASC has clarified the evidence that needs to be submitted when a student is unexpectedly selected to take part in a recognised National or International sporting, academic or cultural event that will occur at **the same time** as their exam.
- This includes that a National or International event is officially sanctioned and has a limited entry basis where a restricted number of young people represent the State of Tasmania, nation of Australia, or a specific cultural group.
- Students must apply for a [special exam centre](#) if their travel and/or recognised National or International sporting, academic or cultural event attendance is likely to overlap with the two-week written exam period, and the **date of their selection for the event is before 1 July** (the closing date for special exam centre applications).



A photograph of a person's hands typing on a silver laptop keyboard. The person is wearing a grey, textured sweater. A large teal circle is overlaid on the image, containing the text 'Staff Roles in TRACS'. The circle has a white interior and a teal border. There are several yellow dashed lines along the top-left edge of the circle and a small teal semi-circle at the bottom-right edge.

Staff Roles in TRACS

TRACS Staff Roles



Tip:

The School Admin role allocation in TRACS can perform most of the same functions as the TLO role.

It's important to keep your school's staff role information in TRACS up to date so that TASC knows who to contact. This helps to resolve matters efficiently and supports student privacy.

The approach to updating staff roles varies per sector:

DECYP Providers

The Principal, school Business Manager, ITS staff members or other MyLogin Officers can update staff roles in MyLogin so they are accurate. For example, if someone is no longer acting as a Principal or TLO for your school, select the person's name (the user) and remove this role. DECYP has a self-help article on [MyLogin Identity Management](#). Changes made in MyLogin will then flow through into TRACS (this may take 24 hours to process).

Catholic / Independent Providers

Any staff member with the relevant level of TRACS access (e.g. TLO, Principal or Principal Delegate roles) can update your school's staff contacts in TRACS:

- Log into the [TRACS Portal](#) and navigate to the Provider dropdown.
- Select Contact Info, then navigate to the TASC Contacts tab.
- From this page you can edit staff roles, as well as add and delete contacts.

TCE Everyday Adult Standard – *Use of Computers and the Internet*

TCE Everyday Adult Standard – *Use of Computers and the Internet*

From **1 July** TASC will no longer mark paper-based ICT tests. An on-demand online test will be available for schools to use with students requiring an ICT safety net test.

The development of an on-demand online test will retain the flexibility for schools to provide a test at a time that suits the student, with the online test format to provide a more accurate assessment of a student's ICT abilities.

Most students will **not** need to sit an ICT safety net test, as they will meet this Everyday Adult Standard through a course or the [transitional arrangement](#). Only students who are not on track to achieve the TCE will benefit from sitting and passing the safety net test as it will get them closer to being able to achieve their TCE through further post-senior secondary learning.



A blurred background image of a person with long blonde hair sitting at a desk. There are papers and a bag on the desk. A large white circle with a teal border is overlaid on the image.

TCEA



TCEA Applications Open

Applications for the [Tasmanian Certificate of Educational Achievement \(TCEA\)](#) are open.

The TCEA is designed for students for whom certificates such as the [Tasmanian Certificate of Education](#) (TCE) and the Qualifications Certificate do not provide an adequately just and fair account of their participation and achievements in their senior secondary years.

Applications close **5 July**.

Submit applications via TRACS using the 'TCEA Application' task type.

More information is available on the [TCEA](#) page, including the:

- TCEA Guidelines and Writing Conventions
- TCEA application form
- sample Descriptive Texts.

Questions
or
Comments?





Next forum:

1 August 2024

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