



TLO and Principal Forum

Term 3
31 July 2025

Acknowledgment of Country



Agenda

Quality Assurance

TLO Resources

Reminders

Exam Process
External Review

TASC Fee Regulations

TASC Office Relocation

The image features a large white circle with a teal border, centered on a blue textured background. Inside the circle, the words "Quality Assurance" are written in a bold, black, sans-serif font. To the left of the circle, there is a stack of papers and folders in shades of blue and white. A series of yellow dashed lines curves around the top-left edge of the white circle. A small teal semi-circle is positioned at the bottom-right edge of the white circle.

Quality Assurance

Quality Assurance meetings – September

TASC's QA meetings are on **1 – 12 September**. Please see the updated [QA timetable](#) on the TASC website.

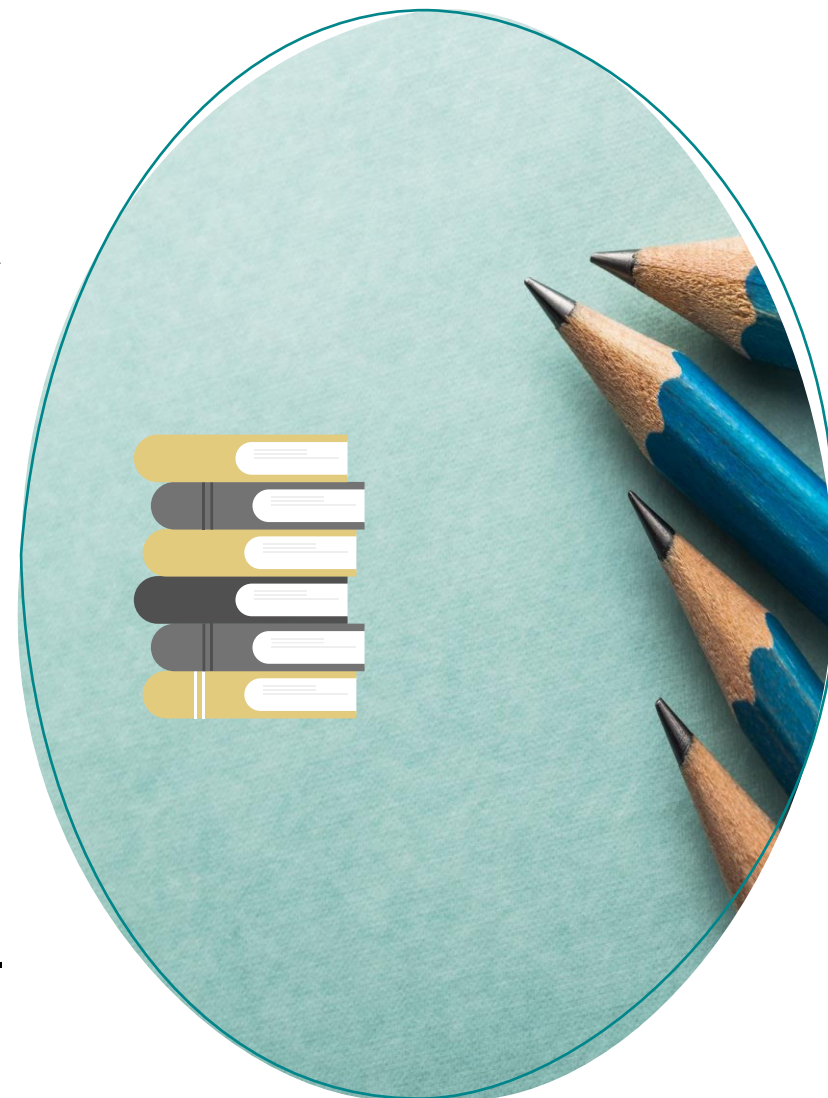
Based on feedback received from teachers during last year's QA cycle, there is a revised process for 2025.

Schools with courses that were **originally timetabled** for an **online** QA meeting will now have a **desktop audit** of documentation. TASC will contact providers directly to arrange this alternative process.

It is expected that all schools delivering the courses on the QA Meeting Timetable will send one teacher to the relevant meeting.

[Registrations are now open](#) and close 5pm Friday 15th August.

A reminder that TASC's QA meetings are separate from DECYP's June [Moderation Day](#).



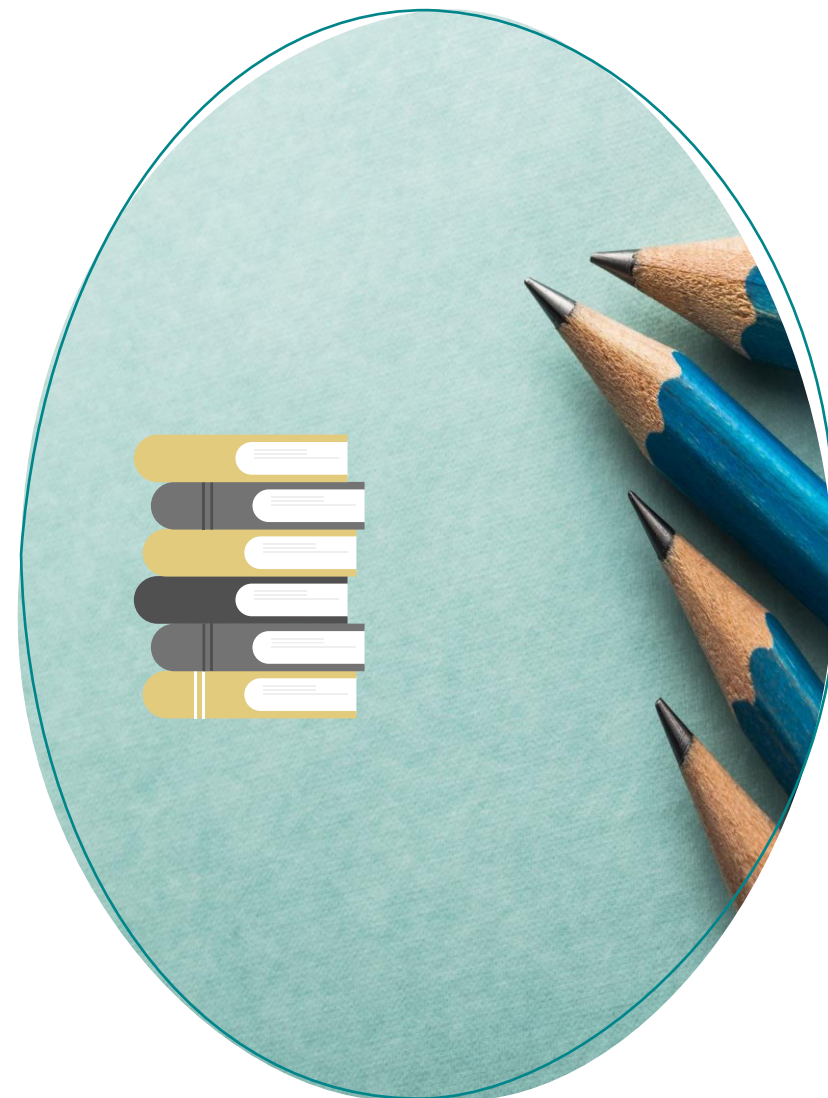
Quality Assurance meetings – September

The QA Team will be hosting an **optional [online ‘Drop in’ session](#)** on **Tuesday 26 August at 3:30pm**

- It will provide information about the new QA meeting format for TLOs and teachers
- There will be time to ask questions or to seek support on the QA meeting process.
- Join the session through the link provided above.

Other helpful resources are available on the QA webpage, including:

- a link to the [QA Meetings 2025 - Information Kit](#)
- advice on selecting bodies of student work
- [QA Meeting Preparation](#) provides an overview of the QA meeting process
- [Tools for teachers](#).



The background features several teal pencils lying horizontally. A large white circle with a teal border is centered on the page. A single teal pencil is positioned behind the circle, passing through it. Several short, yellow dashed lines are scattered around the top-left edge of the circle.

TLO Resources

Draft Mid-Year Assessments Information Sheet

Following school feedback, a DRAFT mid-year assessments Info Sheet was emailed to TLOs in June.

- **Did you use it/have any feedback to share?**
- **Are there other supports could TASC potentially provide schools to assist?**

(Please note that mid-year exams fall outside TASC's remit, so these resources are provided as a courtesy only)

It's important that materials distributed (or supervision scripts used) during mid-year exam do not feature TASC branding or imply TASC is responsible for these assessments.

You're welcome to provide feedback after the forum by contacting Neesha-Marie at TLO@tasc.tas.gov.au

MID-YEAR ASSESSMENTS INFORMATION SHEET

Provider schools may choose to run mid-year exams in Term 2 to support their students to have a quasi-authentic exam experience prior to the formal external exams in November. However, it is important that provider schools understand that any mid-year exam schedule or procedures they put in place are the responsibility of the individual school, **not TASC**.

This Information Sheet is provided by TASC to providers to be used as a **GUIDELINE ONLY**. Providers **MAY** choose to model their mid-year exam processes on TASC's external assessment approach, however, must be aware that external exams are subject to TASC's formal assessment rules and operational procedures and these do not apply to school-based assessments, including mid-year exams. Therefore, some processes in external exams may differ in practice, even if they appear similar in structure.

Creating a 'one-stop-shop' for the TLO role

Thank you for the feedback about resources TASC could create for schools to help clarify the TLO role.

In response, TASC have **updated** the [TLO webpage](#) and **created** a '[TLO Position Description](#)' document. This was shared with sector Principal representatives yesterday.

We are in the process of developing a *TLO Responsibilities Checklist* to supplement the [Focus Area by Term](#) and give more guidance regarding tasks for TLOs at the school level and the student level.

As always, you are welcome to provide feedback during the forum or afterwards by contacting Neesha-Marie at TLO@tasc.tas.gov.au

Supervisor Coordinator training days

TLOs are invited to attend one of the regional Supervisor Coordinator Training days if they'd like to learn more about the role and potentially meet the Supervisor Coordinator/s for your exam centre.

Tentative dates are 15 – 17 October (Term 4, Week 1)

South: Wednesday 15 or Thursday 16 October

North-West: Thursday 16 or Friday 17 October in the morning

North: Thursday 16 or Friday 17 October in the afternoon

Please note that unfortunately TLOs won't be paid for opting to attend these meetings.

Please contact Neesha-Marie via email to express interest in attending. This will then allow TASC to finalise dates/times.



The background of the image shows a person's hands, wearing a brown long-sleeved shirt, resting on a laptop keyboard. A large, white circle with a teal border is centered over the image. On the left side of the circle, there is a dashed yellow line. On the bottom right side of the circle, there is a small teal semi-circle.

Reminders

TRACS - School Staff Roles

Maintaining accurate staff roles in TRACS supports student privacy and helps TASC to quickly identify the most appropriate contact in each school.

DECYP providers

Only the Principal, school Business Manager, or ITS staff members can update roles in [MyLogin](#) so they are accurate.

- DECYP has a self-help article on [MyLogin Identity Management](#).
- MyLogin changes will flow through into TRACS (within 24 hours).

Catholic / Independent providers

Any staff member with the relevant level of TRACS access (TLO, Principal/Principal Delegate) can update your contacts in TRACS:

- Log into the [TRACS Portal](#) and navigate to the *Provider* dropdown.
- Select *Contact Info*, then navigate to the *TASC Contacts* tab, then edit staff roles, add and delete contacts.



Roles Matrix in TRACS (C-R)

	Staff Role in TRACS			
	Principals	Teachers	TLOs	School Administrators
Class	Add, Read, Search, Update, Upload	Read, Search	Add, Read, Search, Update, Upload	Add, Read, Search, Update, Upload
Course	Read, Search	Read, Search	Read, Search	Read, Search
Document	Read, Upload	Upload	Read, Upload	Read, Upload
Event Calendar	Read	Read	Read	Read
External Assessment Result	Read	Read	Read	Read
Internal Assessment Result	Read, Update	Read, Update	Read, Update	Read, Update
Internal Rating Report	Read	x	Read	Read
Provider Report	Read	x	Read	Read
Restricted Document	Download, Read, Upload	x	Upload	Upload

Roles Matrix in TRACS (S-U)

	Staff Role in TRACS			
	Principals	Teachers	TLOs	School Administrators
School	Read, Update	×	Read, Update	Read, Update
School Registration	Read, Update	×	Read	Read
School Scope	Delete, Read, Update	×	Delete, Read, Update	Delete, Read, Update
Staff	Add, Delete, Read, Search, Update, Upload	Read, Search	Add, Delete, Read, Search, Update, Upload	Add, Delete, Read, Search, Update, Upload
Student	Add, Delete, Read, Search, Update, Upload	Read, Search	Add, Delete, Read, Search, Update, Upload	Add, Delete, Read, Search, Update, Upload
Student Enrolment	Read	Read	Read	Read
Student Folio	Download, Read, Update, Upload	Upload	Download, Read, Upload	Download, Read, Upload
Student Provision	Read	×	Read	Read
Student Report	Read	×	Read	Read
Task	Read, Update	×	Read, Update	Read, Update
User Account	Update	×	Update	Update

Celebrating Student Success video

Photo submissions are open!

Schools offering TASC courses are invited to send **one photo** that best represents Year 12 student success at your school this year. Send to TLO@tasc.tas.gov.au.

Photo ideas include a sporting team achievement, an excursion or performance, an event that brought the school community together (e.g. a student fundraising event). *Please note that you must have signed photo permissions for the students in the photo.*

Photo submissions close **Monday 13 October** to ensure the video will be published earlier in Term 4, allowing schools time to share it with their communities before students finish for the year.



St Brendan-Shaw College's submission for the [Celebrating Student Success in 2024](#) video.

Course movement dates in 2025

TASC has introduced a new approach to course movement dates this year:

- No enrolments into or between any **Level 3 or 4 course** after COB Friday 25 July.
 - Students can still be *withdrawn* from these courses.
- No course movements for **any course** for **any level** after COB Friday 29 August.

Exceptional circumstances:

See the [Course movements](#) page for more information, including what processes apply and evidence required to request a change to a student's course enrolment *after closing dates*.



TASC Student Declarations

The online [Student Declaration](#) form is open.

By signing it, students are:

- declaring they will comply with the [TASC academic integrity requirements](#) (all students)
- declaring they will comply with the [TASC external assessment rules](#) (for Level 3 and 4 courses)
- providing identity and demographic information, with an email address where TASC will send a digital copy of their results
- confirming they understand their eligibility and responsibilities, and how assessment and results information is used.

Students will need to provide their:

- TASC ID, full name, DoB, phone number, email (non-school)

It is a two-step process!

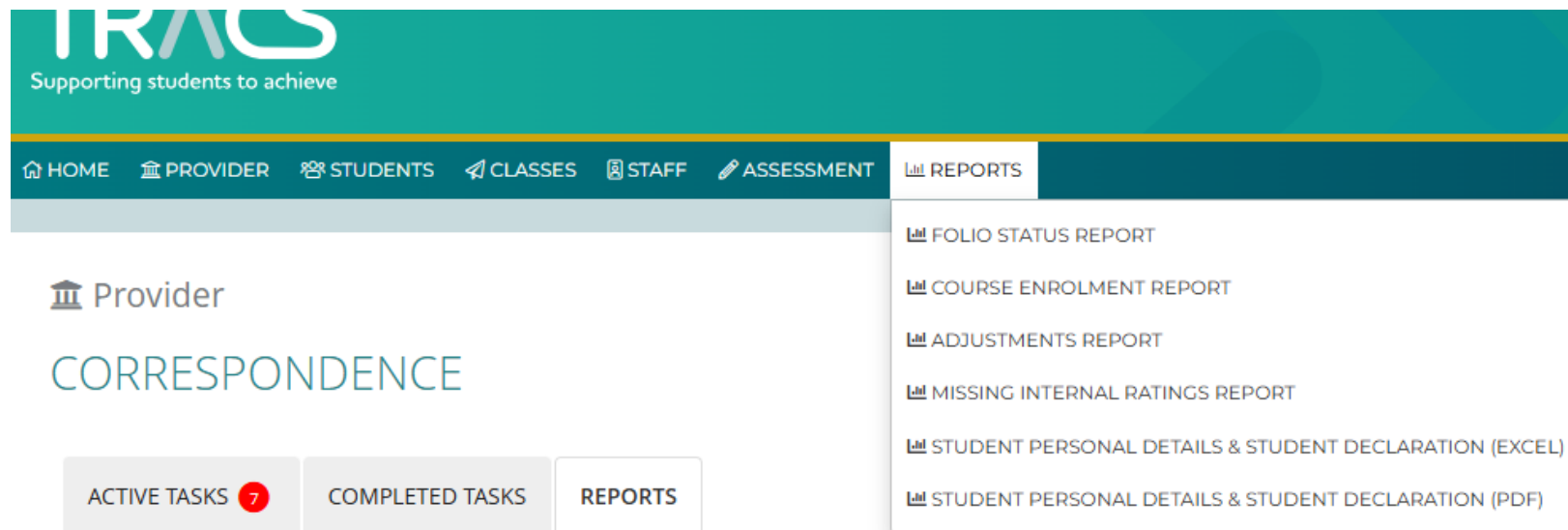
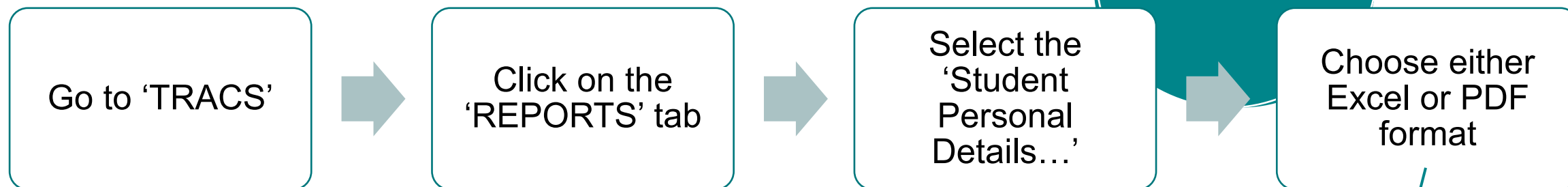
1. **Complete** the [online Student Declaration](#) (on TASC website)
2. **Confirm** the submission via email (check junk mail!)

NB: non-completion may impact notification of results on Results Day.



Student Declarations – TASC IDs

To get access to bulk TASC ID numbers for your students:



TASC Student Exam Guide

All schools will receive their copies before the start of Term 4. Most schools with city locations can expect to receive their copies of the *2025 Student Exam Guide* between:

24 – 26 September

- Delivery dates may vary slightly for some schools in remote areas, due to delivery timeframes.
- The *Guide* will be available on the TASC website from **Monday 22 September**.

Tip: Let your admin staff know to expect a delivery, who to inform when the boxes arrive and where they should be stored. (In the past there have been instances of *Exam Guide* boxes being mistaken for exams and stored securely without the TLO's knowledge.)



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Exam process external review

Exam process external review

Recommendations from the review have been provided to the TASC Board.

They will be provided to the Minister shortly after the end of the caretaker period (as per established caretaker mode practices to ensure the impartiality of the State Service during an election campaign period).

TASC has implemented some changes to the external exam development process for 2025 based on the findings of its own internal review; these align with the external review findings.





TASC Fee Regulations

Schedule 1 of the Regulations update

An update on the review of the TASC Fees Regulations and the updated regulations that apply from 1 July 2025 was sent to all stakeholders and participants in the review process in Term 2. Details are available on the [TASC Fees Regulations](#) page.

The changes to Schedule 1 fees charged by TASC have been enacted. They include:

- changes to the fee for registration/re-registration as an overseas students' education provider
- the fee for providing a statement that compares a qualification issued overseas
- the fee for providing a statement of all recognised qualifications, with priority processing to be a 48-hour (rather than 24-hour) turn around
- removing the postal charges from the Regulations (instead charging the Australia Post rate that applies at the time).



Exam staff roles and payments

Legislation has strict processes and deadlines that need to be met. Given the current TASC Fee Regulations expired on 30 June 2025, more time is required to incorporate the findings of the external review and to secure sufficient budget for the changes.

This means that in 2025, the exam staff roles and payments will remain the same as last year, indexed as normal.

TASC is disappointed that the amendments we proposed were not successfully passed and recognises the impact on sessional staff. DECYP has committed to ongoing work with TASC to develop a new role and payment structure that is sustainable, contemporary and responsive to the needs of the workforce.

Significant work has already been undertaken to incorporate feedback from the consultation on the TASC Fee Regulations. An overview of key findings is shown on the next slide.



2024 consultation period – what we heard

- The payment structure for exam staff needs to change to reflect the workload and responsibilities for some roles, particularly exam setting and marking.
- There is a need for clearer differentiation between ‘basic’ and ‘complex’ marking, setting and critiquing tasks to ensure complex work is compensated appropriately.
- Per-paper marking payments may cause inequity depending on the course and exam structure. There may be a need for a base marking rate in addition to per-paper fees, especially for smaller subjects.
- There is a need to consider time-consuming tasks such as travel between multiple campuses for practical assessments.
- Clear communication about any changes to the exam staff roles and payments is critical to avoid confusion.

Your patience is appreciated while DECYP and TASC work through the findings of the external review and the budgetary options. Stakeholders will be kept updated about the progress of the changes.

Feedback on any aspect of this update can be provided to legislation@decyp.tas.gov.au

A large teal circle with a white center contains the text "TASC Office Relocation". To the left of the circle, several yellow dashed lines curve upwards. To the right, a light blue semi-circle is attached to the teal border. The background shows a stack of cardboard boxes on a wooden floor against a light grey wall.

TASC Office Relocation

TASC's new office location

This week TASC staff are moving to a new office location in Mount Nelson.

New address:

Letitia House (Level 2)

Olinda Grove

Mount Nelson Tasmania 7007

The move will allow the three education regulators (TASC, the [Teacher's Registration Board](#) and the [Office of the Education Registrar](#)) to co-locate and benefit from shared resources.

NB: TASC's phone number and PO Box will remain the same.





Next forum:

28 August 2025

Exam timetable session

