



TLO and Principal Forum

Processes for end-of year
Term 4 | Thursday 16 October 2025

Acknowledgment of Country



Agenda

External
Assessment
and Student
Supports

Pre-Year 11
Enrolments

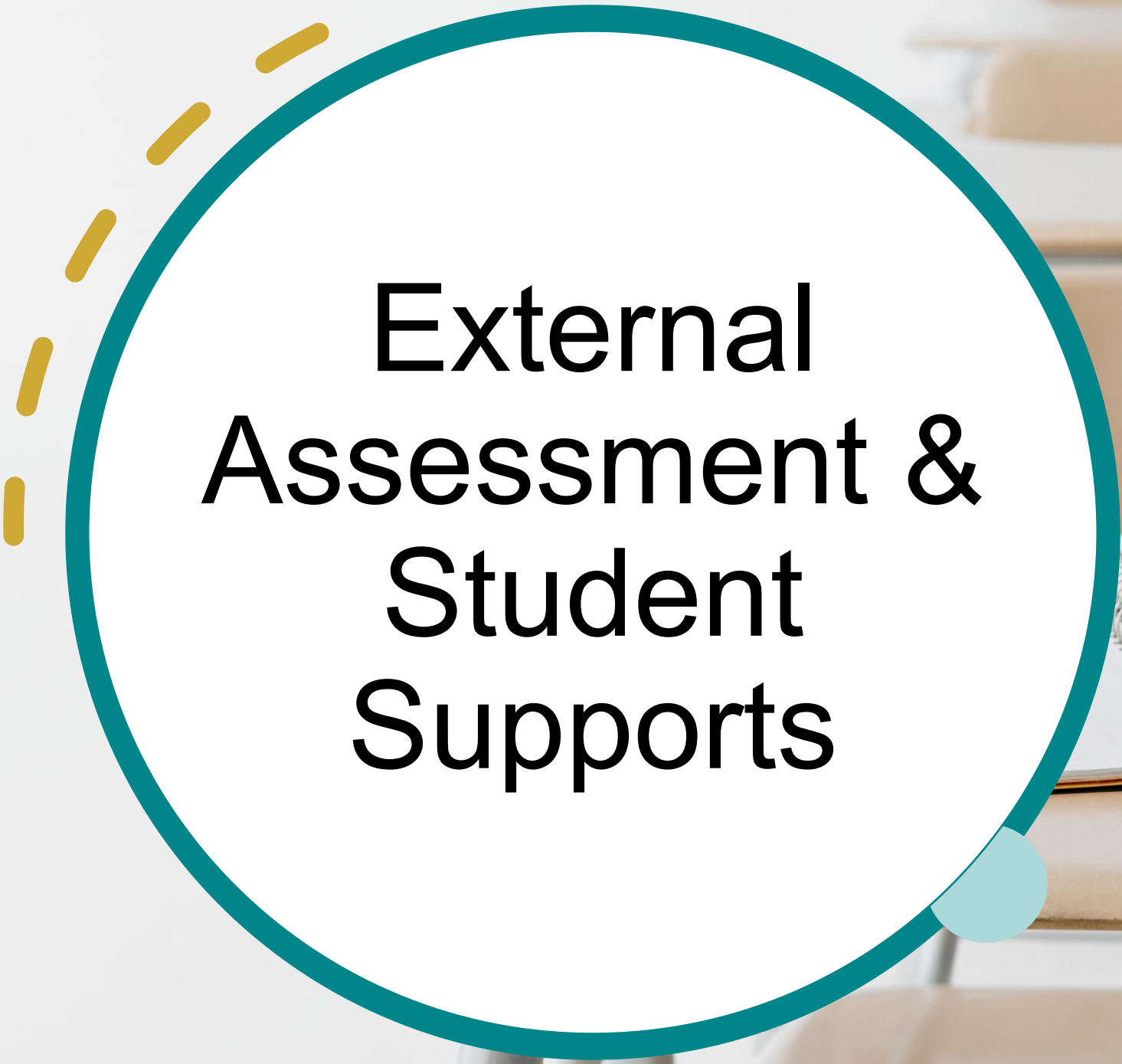
Final Internal
Ratings
Submission

TASC
Outstanding
Achievement
Awards

Results Day

Important
Reminders

2026 TLO &
Principal
Forums

A large teal circle with a white center. A yellow dashed line follows the top-left curve of the circle, and a light blue solid dot is on the bottom-right curve. The background is a blurred classroom with wooden desks and chairs.

External Assessment & Student Supports

External Assessment and Student Supports

Student-centred Supports and Resources for External Assessments

- ❑ TASC *Student Exam Guide* – [Link](#)
- ❑ Preparing for exams – [Link](#)
- ❑ Study Tips for Exams – [Link](#)
- ❑ How to answer written exam questions and understand exam marking – [Link](#)
- ❑ Managing exam stress – [Link](#)
- ❑ Tips for staying CALM in an exam – [Link](#)
- ❑ Requesting a folio extension – [Link](#)
- ❑ Illness and emergency during exams – [Link](#)
- ❑ Derived Ratings - [Link](#)

Illness & Emergency During Exams Webpage

Illness & emergency during exams

[back to Preparing for exams](#)

All from Years 11 and 12

[Student information resources](#) [TCE course plan tool](#) [Student queries](#) [Planning your studies](#) [Preparing for exams](#) [Your results](#)

See below what to do if you are sick or have an emergency on the day of your exam.

Be aware of the application time period: You can only apply for derived exam ratings in the specified time period. For illness, this is no more than seven (7) days before OR two (2) business days after the written exam, practical/performance or presentation. Your medical appointment and submission of the online *Derived Exam Rating Application and Consent Form* must BOTH be within the application time period to be accepted.

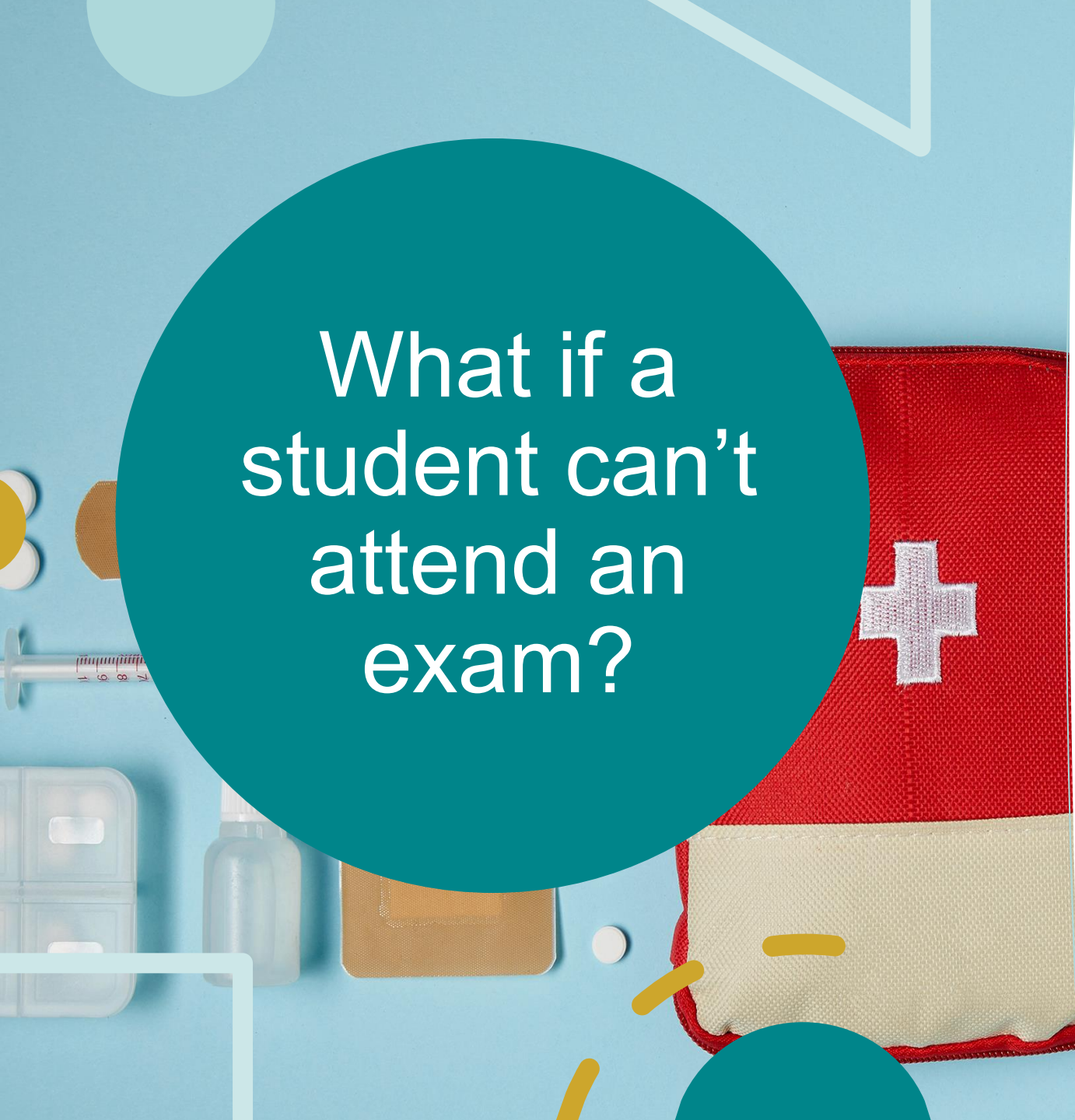
You cannot apply for derived exam ratings for a written exam until 3 November at the earliest.

If you are having difficulties applying for derived exam ratings, please [contact TASC](#) so we are aware of your situation and can help advise you.

TASC medical certificate	More information
If you're sick and can't attend an exam	More information
If you become sick during an exam	More information
If you can't attend an exam for another reason (including if you experience an emergency)	More information
Derived exam ratings	More information



Illness & emergency during exams

A background collage of medical supplies including a red first aid kit with a white cross, a syringe, a pill bottle, a bandage, and various pills.

What if a
student can't
attend an
exam?

IMPORTANT: NO new Personal Circumstances Applications will be accepted by TASC from today.

Page 6 of the *TASC Student Exam Guide* outlines the steps to follow if a student is sick or there is an emergency at the time of their exam.

MEDICAL CERTIFICATES

There is a *two-step process* that must be followed to apply for a derived exam rating.

Both steps **MUST** be completed for the application to be accepted.

Note: Completing the forms does not automatically grant a derived rating.

Instructions and a copy of the hard copy form for medical practitioners to complete are in the *TASC Student Exam Guide*, page 8. A [fillable PDF version](#) is also available online – screen shot on next slide.

TASC Medical Certificate –

See page 8 of *TASC Exam Guide*

Reminder:

Students who become ill during an exam and can't complete it must tell the Exam Supervisor that they are unwell and need to leave, so this can be recorded, and they can receive derived ratings (upon application).



A Medical Practitioner is to complete and submit this form providing evidence of a senior secondary student's illness or incapacity that makes them unfit to complete end-of-year exam/s.

Note the candidate has provided their consent for this medical information to be shared with TASC:

Name of GP / Hospital Doctor:

Address (hospital/clinic/surgery):

Phone number:

Suburb:

Registration number:

Postcode:

Please fill details above or use official stamp HERE:

I examined: Candidate Name _____ Date of Birth ____/____/____

at a medical consultation on Date ____/____/____

This must be the day of the candidate's exam(s), OR no more than seven (7) days before or two (2) business days after.

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

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

What is the medical diagnosis?

Provide all relevant information. The information you provide will be treated in the strictest confidence. TASC may contact you for further information if the specific diagnosis isn't clear.

☐ Physical/medical impairment

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

☐ Other:

The condition is:

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

Specify the details of the above medical diagnosis and how it impairs the ability to complete the exam(s):

Additional medical evidence may be attached.

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

It is my professional opinion that the candidate is or was FIT to sit for the exam(s) –

from ____/____/____ to ____/____/____

Signature of Medical Practitioner: _____ Date: ____/____/____

The medical practitioner **must** submit this form **directly** to TASC within three (3) days of the consultation.

A background collage of medical supplies including a red first aid kit with a white cross, a syringe, a pill bottle, a bandage, and various pills on a light blue surface with geometric shapes.

TASC Medical Certificate Process

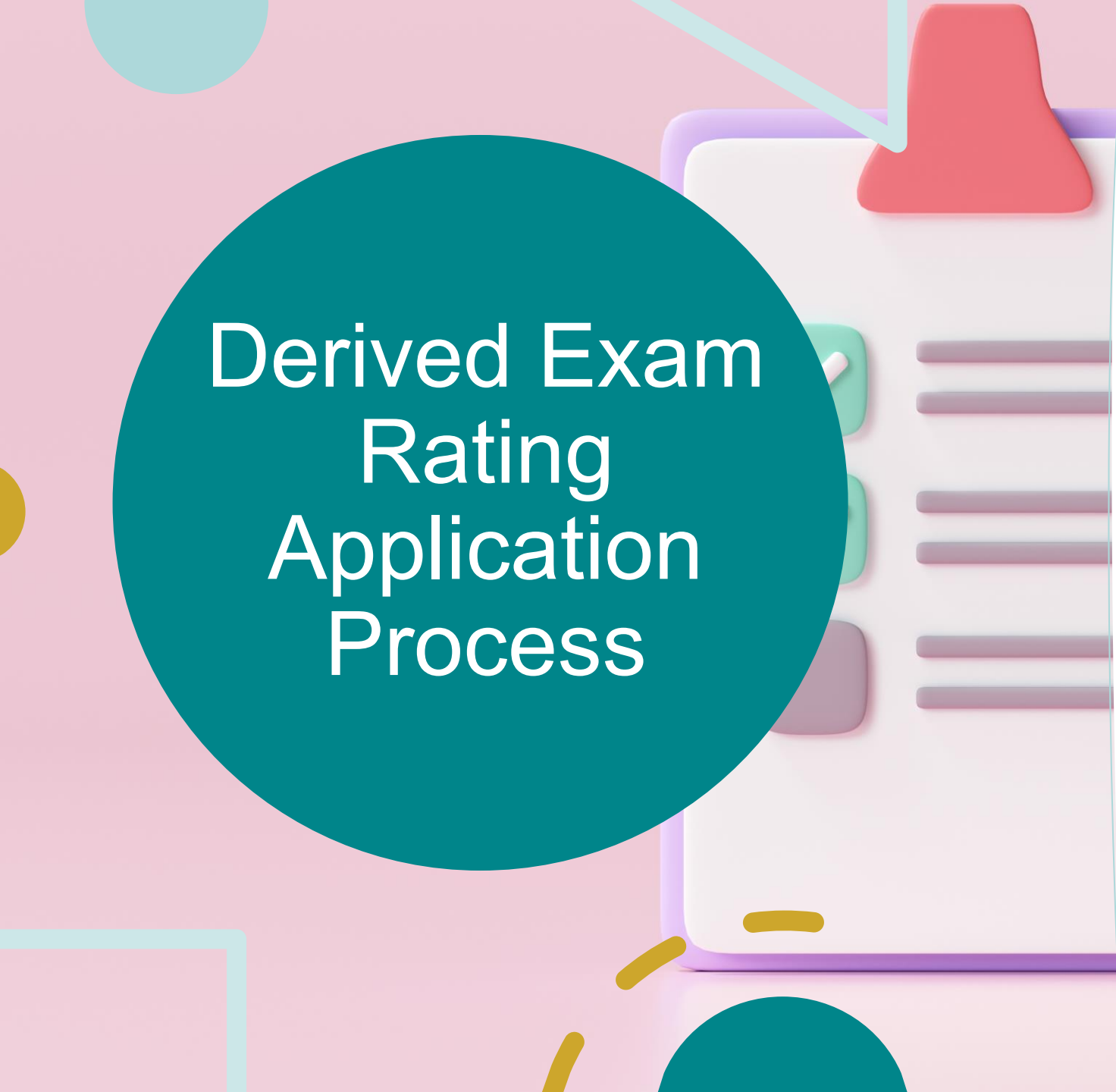
Submitting the TASC Medical Certificate

The *medical practitioner* will complete the TASC Medical Certificate and submit it to TASC on the student's behalf.

The medical practitioner's office should email the form to the TASC email address: Results@tasc.tas.gov.au (or it can be sent to TASC's mailing address)

The medical practitioner **MUST NOT** give the form to the student to submit to TASC.

More information is available in the *TASC Student Exam Guide* and on the TASC website at [Illness and Emergency during Exams](#)



Derived Exam Rating Application Process

Students will fill out their details via a *webform* ([*Derived Exam Rating Application and Consent Form*](#)). This is on the TASC website.

A QR code linking to the webform is published in the *TASC Student Exam Guide – page 7*.

There are 2 sections to be completed by the student – see next slides

Illness & Emergency During Exams – webform for Derived Exam Rating application Section A

DERIVED EXAM RATING APPLICATION & CONSENT FORM

SENIOR SECONDARY EXTERNAL ASSESSMENT

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: STUDENT INFORMATION (STUDENT TO COMPLETE)

TASC ID (Eg. 06A12345) *		DATE OF BIRTH *	
GIVEN NAME *	FAMILY NAME *	PREVIOUS NAMES	
EMAIL ADDRESS *		CONTACT NUMBER *	
ADDRESS LINE 1 *		ADDRESS LINE 2	
CITY	COUNTRY *		
	Australia		
STATE *	POSTAL CODE		
Tasmania			

Step 1 of 3

Illness & Emergency During Exams – webform for Derived Exam Rating application

Section B

DERIVED EXAM RATING APPLICATION & CONSENT FORM

SENIOR SECONDARY EXTERNAL ASSESSMENT

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 B: APPLICATION FOR A DERIVED EXAM RATING FOR:

Select	Exam Date	Course	Name	Attended Exam
☐	18/11/2025	BHP315116 - Psychology	Written Exam	☐
☐	11/11/2025	BHS315116 - Sociology	Written Exam	☐
☐	10/11/2025	GGY315120 - Geography	Written Exam	☐

Step 2 of 3

< Previous

> Next

✓ Finish

Illness & Emergency During Exams – webform for Derived Exam Rating application Signature/s

DERIVED EXAM RATING APPLICATION & CONSENT FORM

STUDENT DECLARATION

- ☐ I declare that, to the best of my knowledge, all the information given on this form (and attachments) is correct.
- ☐ I authorise a medical practitioner 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 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.

PARENT/GUARDIAN SIGNATURE (IF FORM COMPLETED ON STUDENT'S BEHALF)

- ☐ Parent / Guardian Name
- Relationship to Student

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

TASC will manage information in accordance with the [TASC Personal Information Protection Policy](#) and the [Personal Information Protection Act 2004](#).

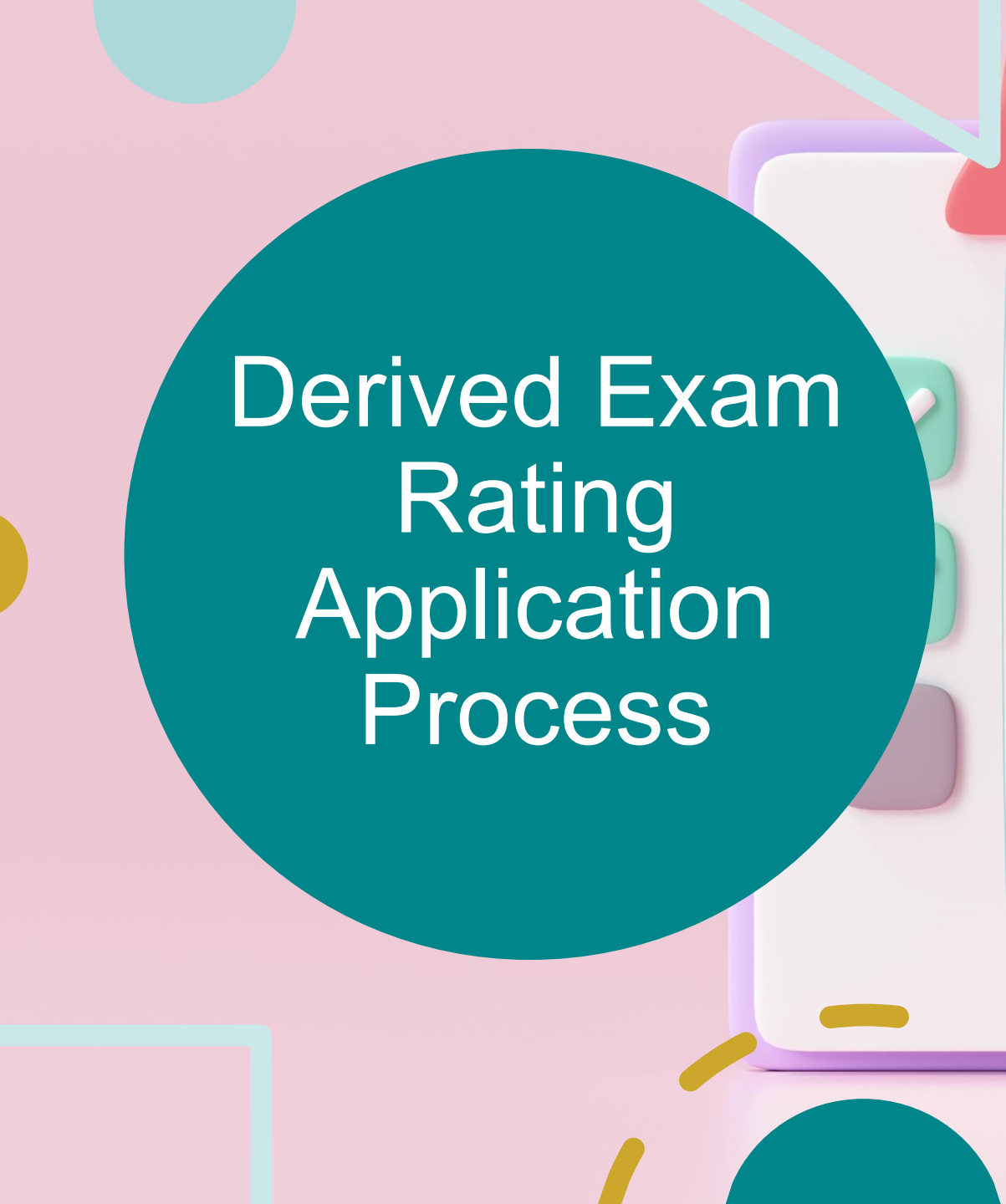
If you have any queries regarding the completion of this form, please contact TASC at results@tasc.tas.gov.au or phone 6165 6000.

Step 3 of 3

[< Previous](#)

[> Next](#)

[✓ Finish](#)



Derived Exam Rating Application Process

Be aware of the application time period: Students can only apply for derived exam ratings in the specified time period.

For illness, this is no more than seven (7) days before OR two (2) business days after the written exam, practical/performance or presentation.

The medical appointment and submission of the online *Derived Exam Rating Application and Consent Form* must BOTH be within the application time period to be accepted.

Students cannot apply for derived exam ratings for a written exam until 3 November **at the earliest** if their exam is on Monday 10 November.

TASC Exam Centre Responsibilities

Understand room requirements

- E.g. seating, clock, calculators, security/emergency procedures.

Provide appropriate room access

- Ensure access to exam rooms is limited to TASC personnel and relevant students only.

Verify school/college opening hours

- Ensure exam areas are open (ready for early exam set up) and there is access to photocopiers/printers at the end of each day.

Discuss with Supervisor Coordinators any candidates with TASC-approved Reasonable Adjustments

- Ensure you are organised to provide approved accommodations.

Ensure there is a designated preparation / office space for Supervisor Coordinators

- This space must be accessible at least one week before exams so Supervisor Coordinators can set up/run Supervisor training.

Support students

- Provide the Supervisor Coordinator/s the details of school staff who will be available to support students during exams.



TASC Exam Centre Responsibilities – ICT

Computers and Technology

- ICT support before, during and after exams to help students using computers and assistive technologies
- ICT support for Supervisor Coordinators.
- Direct contact numbers should be made available for Supervisor Coordinators in case issues arise.
- Supervisor Coordinators require access to a computer, printer and photocopier to copy attendance lists, and print student exams completed on computers.
- Computers should be locked-down for secure student use to protect exam integrity.



TASC Exam Centre Responsibilities

Schools should remind students about the importance of **quarantining** if they have an exam clash and have one of their exams scheduled at a different time than the other students.

This will ensure they are aware of the protocols and are not surprised on their exam day that they won't be able to debrief with their friends after their morning exam.



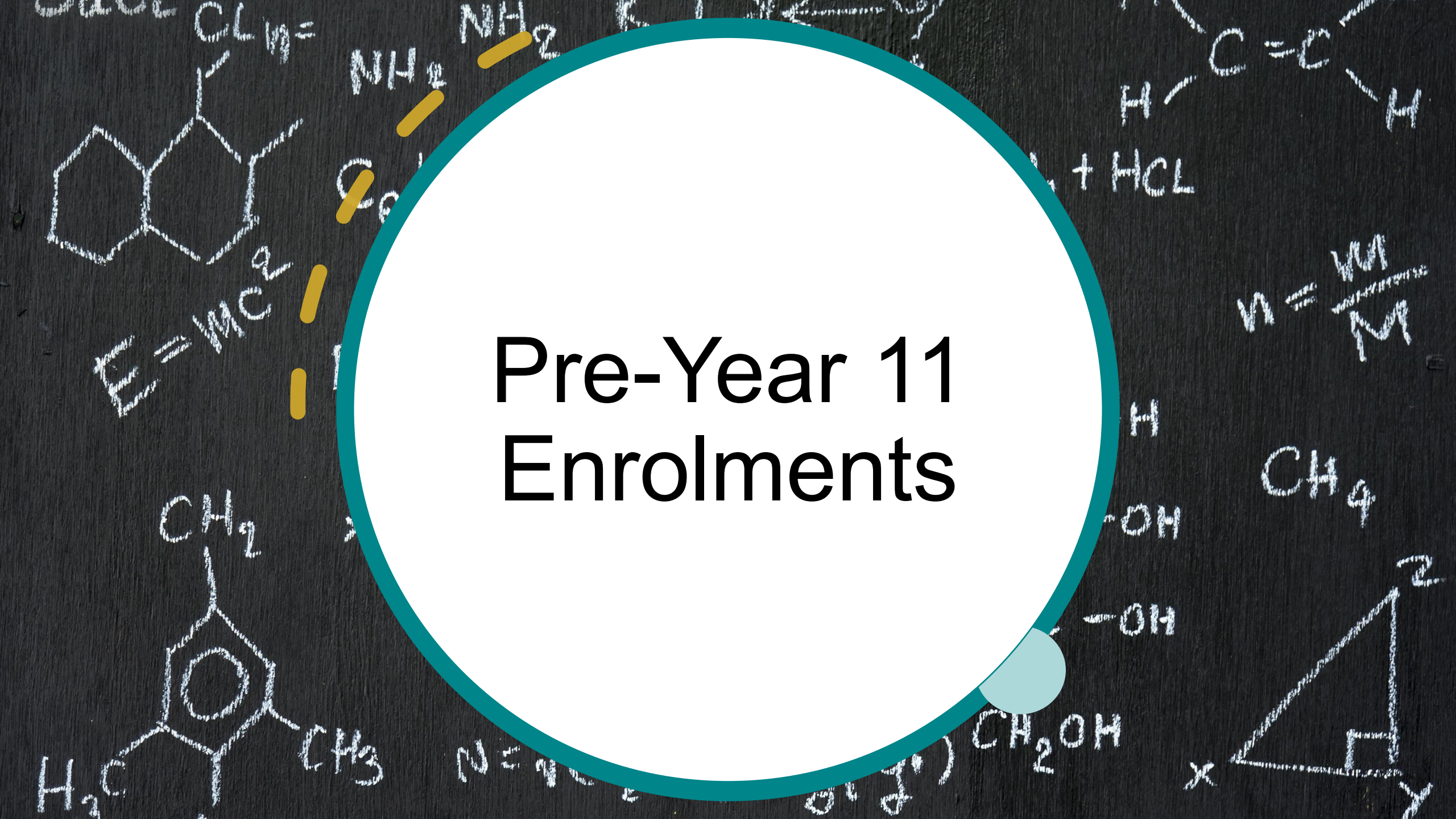
Notice of External Assessment (NoE)

- ❑ TASC has sent the NoE forms (sometimes called 'pink slips') to schools to distribute in **Term 4**. This details where and when a student will sit their external assessments.
- ❑ Please ensure these are distributed as soon as possible!
- ❑ **Students must bring their NoE to every exam.** Students won't be granted extra exam time if they need to organise a new NoE on exam day.
- ❑ TLOs can download replacement NoEs via TRACS (see this [guide](#)).
- ❑ If there are issues identified regarding **exam / enrolment details** on a student's NoE, please create a 'Notice of External Assessment Enquiries' task in TRACS.

Note: a student *doesn't* need a new printed NoE if only their **contact details** (e.g. email / mailing address) are incorrect.

However, it is important that contact details are correct in TRACS, so the student receives their end-of-year results. TLOs can update contact details via TRACS and students can [update their email address](#) via the TASC website **any time before Tuesday 16 December** (the day before results are issued).



The background is a dark, chalkboard-like surface filled with various white chalk-drawn chemical structures and formulas. These include $E=mc^2$, $n = \frac{v}{\lambda}$, $n = \frac{v}{c}$, CH_2 , CH_3 , CH_2OH , CH_4 , $H-C \equiv C-H$, H_2C , NH_2 , and a skeletal structure of a bicyclic compound. A large teal circle with a white center is positioned in the middle of the image, containing the text 'Pre-Year 11 Enrolments'.

Pre-Year 11 Enrolments

Pre-Year 11 Enrolments (Continued)

In some cases, it may be appropriate for students to extend their learning in an area of strength by enrolling in a TASC-accredited course **prior to Year 11**.

Schools must apply for approval to formally enrol a pre-Year 11 student in a TASC course.

Applications are now open and close on **Friday 28 February 2026**.

Note: Providers can use TASC-accredited course documents as a planning resource for Years 9/10 teaching without formally enrolling students with TASC or them receiving a formal Award in the course. In such cases, schools must not use TASC-accredited course names/codes.

For more information, please visit the TASC webpage at [Pre-Year 11 enrolments in TASC-accredited courses](#)

The background of the image shows a hand holding a blue pen, poised to write on a document. A large, white circular overlay with a teal border is centered on the image. The text "Final Internal Rating Submission" is written in a bold, black, sans-serif font within this circle. On the left side of the circle, there are several short, yellow dashed lines. On the bottom right edge of the circle, there is a small, light blue semi-circular shape.

Final Internal Rating Submission

Internal Ratings Process

- ❑ From **Monday 20 October 2025**, results will start being pulled from SARIS (for DECYP schools). Catholic/Independent schools can begin entering ratings into TRACS from this date.
- ❑ Teachers [determine students' final internal ratings](#) for each criterion.
- ❑ Students **must** be informed of their internal ratings and sign them.
- ❑ Students need to be informed that they can request a review and who they can speak to about this (a teacher or the TLO or senior staff member, depending on each school's policy).
- ❑ The appeals process must be completed by the **internal ratings verification period deadline**.

☑ [Final internal rating submission and verification](#)

☑ *Example* [final internal ratings report](#)

Final Internal Ratings

See [TASC KEY DATES](#)

Level 3 and Level 4 Courses

Due to TASC: **Friday 7 November 2025**

Verification period:

Monday 10 – Friday 14 November 2025

Preliminary, Level 1 & Level 2 Courses

Due to TASC: **Friday 21 November 2025**

Verification period:

Monday 24 – Friday 28 November 2025



Schools must run [Rating Verification reports](#) (downloaded from [TRACS](#)) during the **verification period** to confirm that all entered ratings are correct.

The background is a warm, golden-yellow gradient filled with numerous small, 3D-style gold stars and confetti. A large, white circle with a thick teal border is centered on the page. Inside the circle, the text "TASC Outstanding Achievement Awards" is written in a bold, black, sans-serif font. A small, light blue semi-circle is attached to the bottom right edge of the teal border.

TASC Outstanding Achievement Awards

A man wearing a grey cap and a white t-shirt is working in a workshop. He is standing at a workbench, looking back over his shoulder towards the camera. The background shows wooden beams and various workshop equipment. There are decorative teal and yellow shapes overlaid on the image.

Outstanding Achievement Awards

TASC's [Outstanding Achievement Awards \(OAA\)](#) celebrate academic and vocational education achievements.

Nominations for the **VET Awards** close tomorrow, **Friday 24 October 2025**.

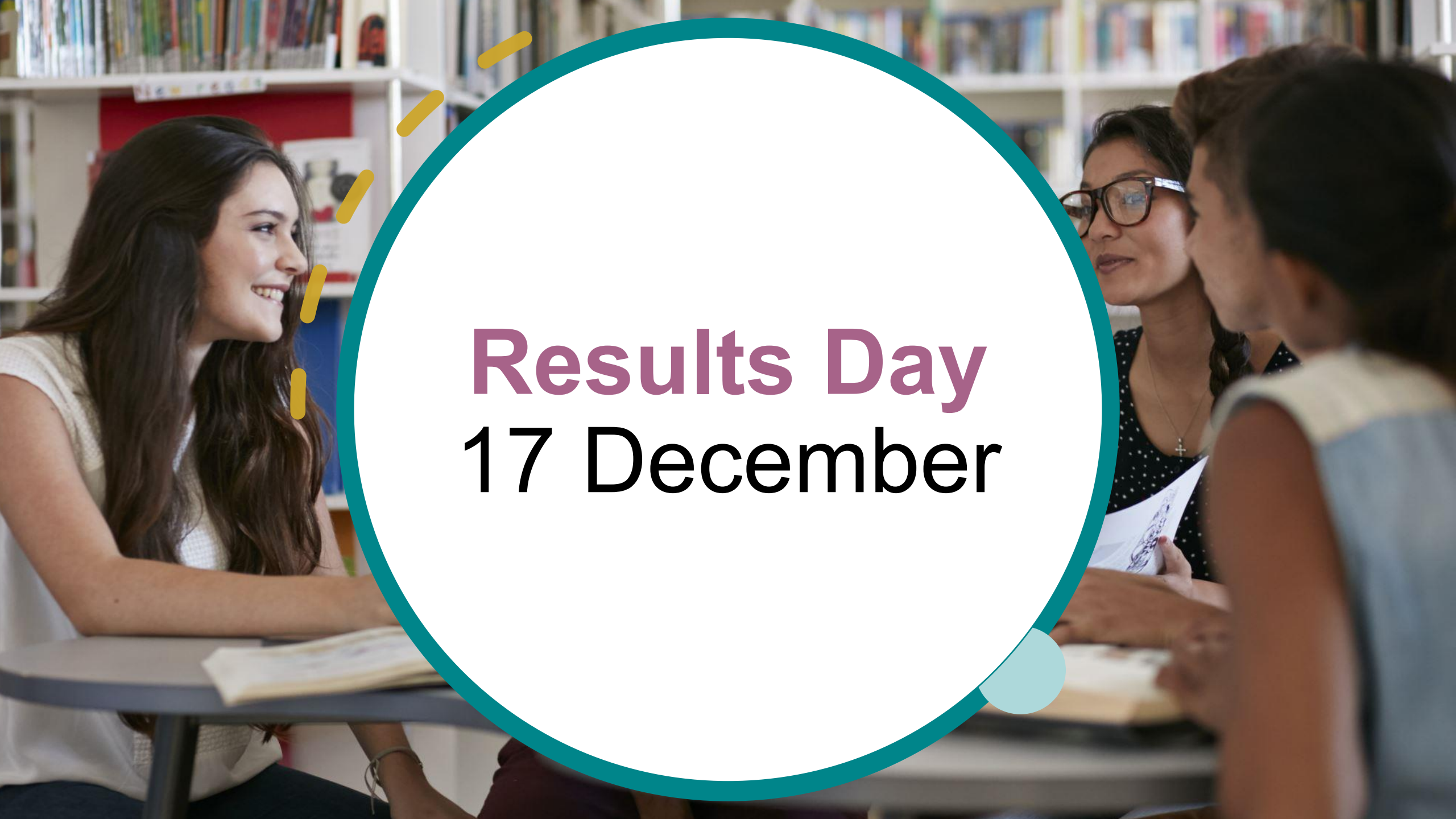
Recipients are selected by a TASC-appointed panel of VET experts.

The **Academic Achievement Award** recognises Year 12 students who attain Tasmania's highest academic results with an Australian Tertiary Admission Rank (ATAR) of 99.5 or above.

TASC will notify winners by email in December after results are released. Principals and TLOs will also be notified.

The ceremony will be held at Government House in **January 2026**.

Reminder: Keep an eye on your inbox so that you don't accidentally miss an email about the ceremony.

A young woman with long dark hair is smiling and looking towards the right. She is sitting at a desk in a library or study area, with bookshelves filled with books in the background. A large white circle with a teal border is overlaid on the image, containing the text "Results Day" in purple and "17 December" in black. There are several yellow diagonal lines on the left side of the circle and a teal semi-circle on the bottom right.

Results Day

17 December

Results Day for Schools

- ❑ A 'Results information' email will be sent to Principals with instructions on how to access your school's preliminary results data.
- ❑ Your school's **Preliminary** Results Data Spreadsheet will be available in the [TRACS portal](#) under:

Provider > Contact Information > Reports.

There is a PDF guide to help you access your students' results – [Link](#).



Results Day for Students

Emailed Results



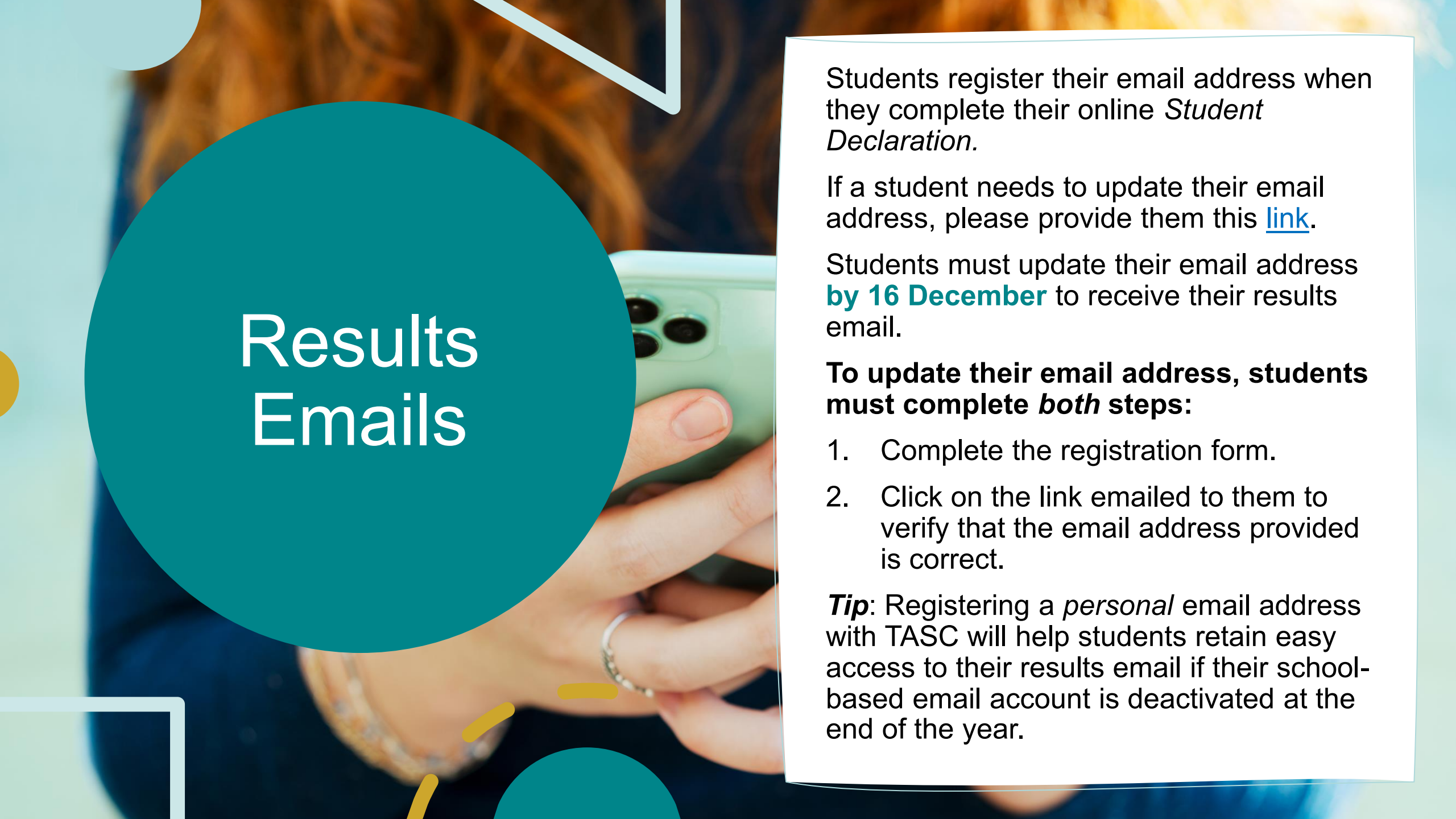
Students who have registered an email address with TASC (as part of the online Student Declaration) will receive one to three emails, depending on their eligibility.

- ☐ Statement of Results – *all students*
- ☐ Course Criterion Profile Statement – *students who completed a TASC course*
- ☐ ATAR statement – *eligible students.*

Mailed Results



- ☐ Printed Statement of Results – *all students.*
- ☐ TASC-issued certificates: TCE, TCEA, QC – *eligible students.*



Results Emails

Students register their email address when they complete their online *Student Declaration*.

If a student needs to update their email address, please provide them this [link](#).

Students must update their email address **by 16 December** to receive their results email.

To update their email address, students must complete *both* steps:

1. Complete the registration form.
2. Click on the link emailed to them to verify that the email address provided is correct.

Tip: Registering a *personal* email address with TASC will help students retain easy access to their results email if their school-based email account is deactivated at the end of the year.

Talking to Students about Results

- ❑ If a student has a results query, it's useful to first check if they have met [ATAR](#) and/or [TCE](#) eligibility requirements.
- ❑ You can check a student's progress towards the TCE via the results spreadsheet or TRACS.
- ❑ If students need more information, they should contact TASC via the [Results Query](#) form. This form allows TASC to confirm the student's identity, protecting their privacy.
- ❑ The [FAQs about student results](#) page answers commonly asked questions.
- ❑ **Please note that results are emailed to students in school batches.** Students shouldn't be alarmed if they learn during the morning that students at other schools have already received their results.



The [Understanding the ATAR: Student Factsheet](#) is a helpful resource for students who have questions about ATAR and TE Score calculation.

Inspections of Written Exam Material

Applications to [inspect 2025 written exam materials](#) open on results day, Wednesday 17 December.

TASC offers students the opportunity to inspect their written exam material for externally assessed TASC-accredited courses. If a student has received an unexpected external result, they can use the inspection process to verify that an administrative or procedural error did not occur.

Note: The inspection process does **not** involve remarking exams.

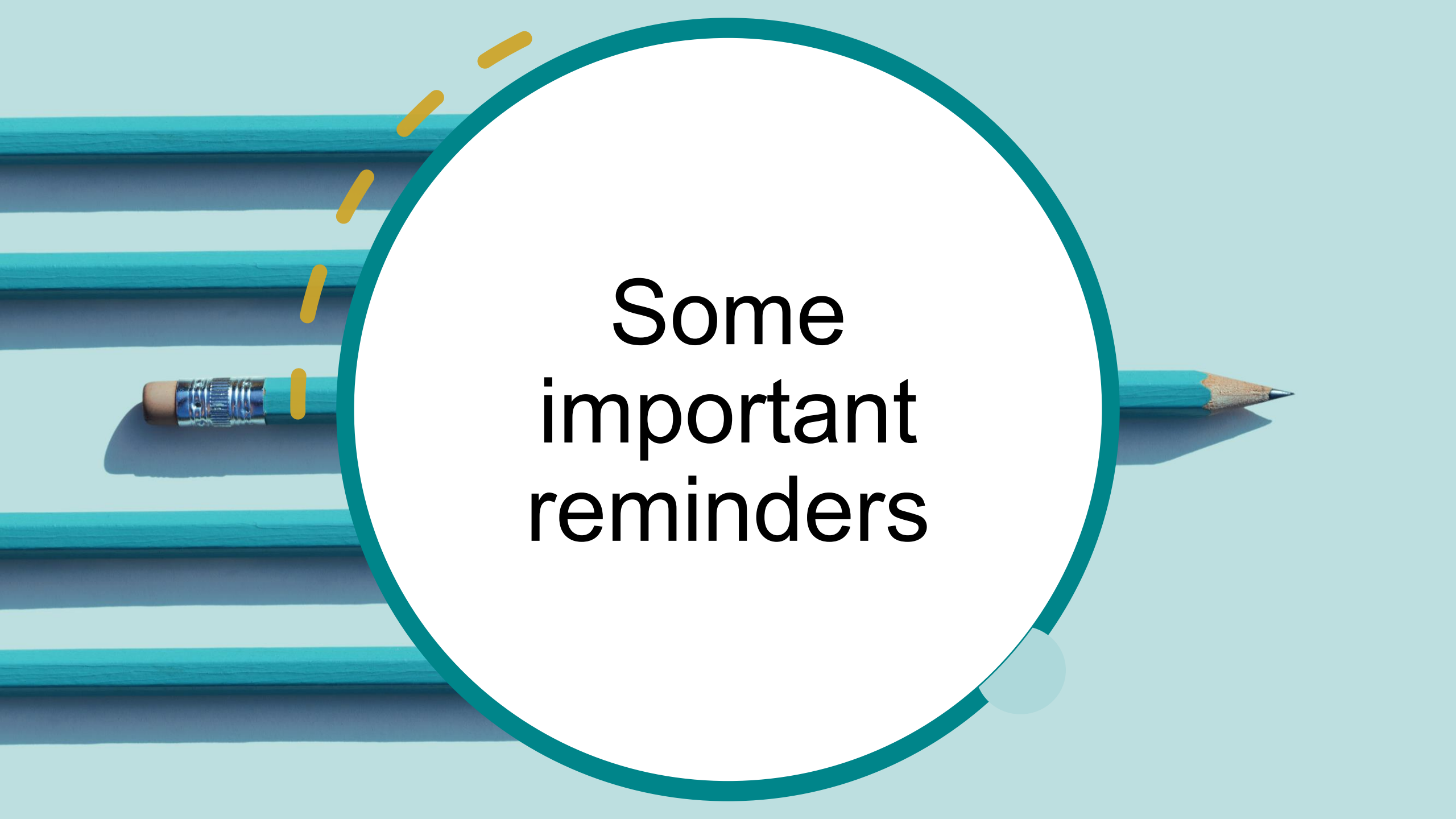


First Round Inspections *(Only Year 12 and 13 students are eligible)*

- Applications close **Wednesday 31 December 2025**.
- Eligibility for first round inspections is limited to ensure that if a Year 12 or 13 student obtains/increases their ATAR via the inspection process that they will still meet the UTAS deadline, allowing them to start University in Semester 1.

Second Round Inspections *(All students who didn't submit a first-round request are eligible)*

- Applications close **3 February 2026**. Second round inspections are held mid-February at schools. TASC will provide more information via TRACS in Term 1.

The background features several teal pencils lying horizontally. A large white circle with a teal border is centered on the page. To the left of the circle, a pencil is partially visible, with four yellow dashed lines pointing towards the circle. To the right, the tip of another pencil is visible. The text is centered within the white circle.

Some
important
reminders

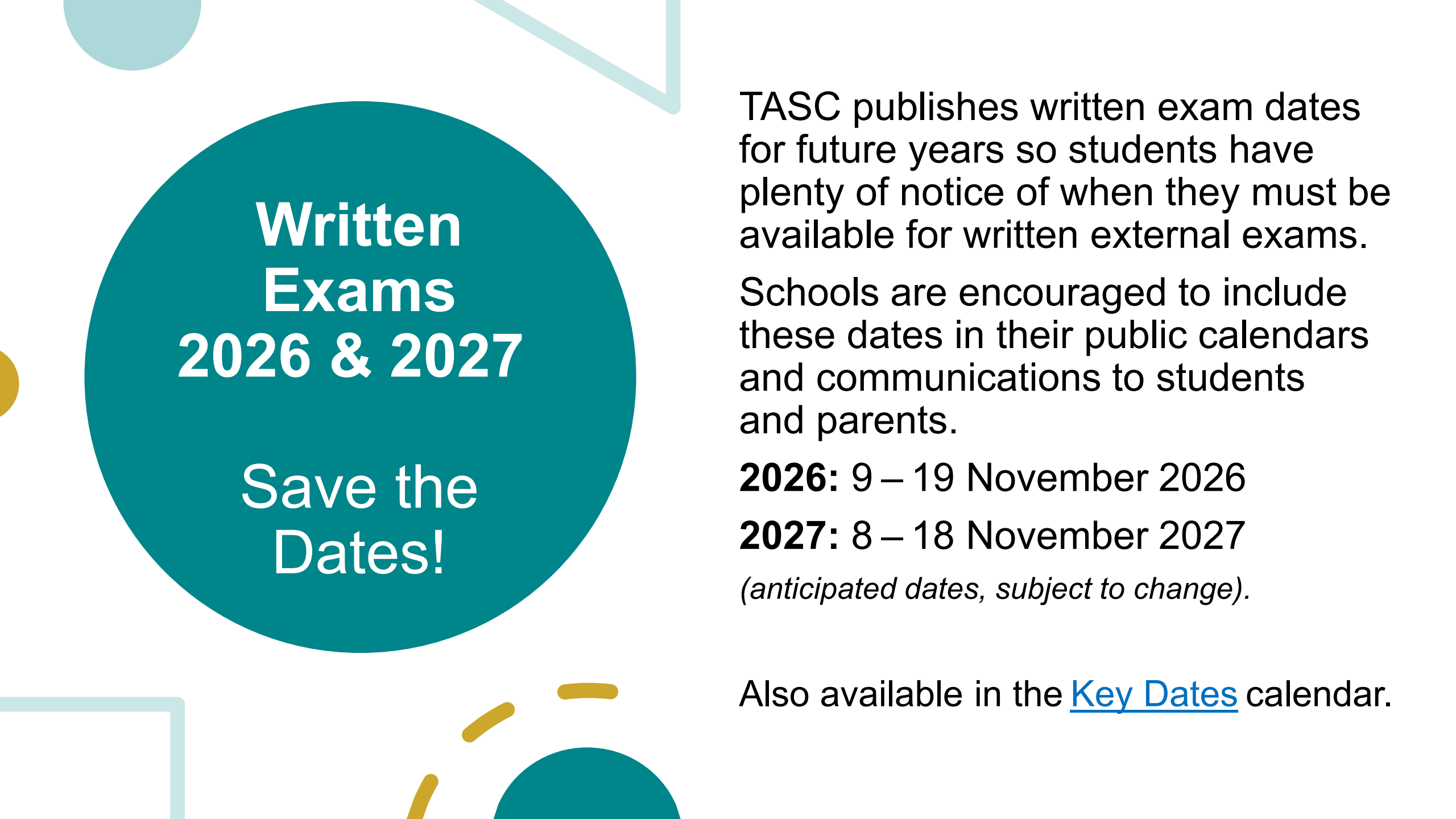
Celebrating Student Success video

If you haven't sent anything yet, but would still like your school to be included in the video, please send to TLO@tasc.tas.gov.au by TOMORROW (Friday 17 October)

TASC would like to circulate the video in Week 3 to allow 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.



Written Exams 2026 & 2027

Save the Dates!

TASC publishes written exam dates for future years so students have plenty of notice of when they must be available for written external exams.

Schools are encouraged to include these dates in their public calendars and communications to students and parents.

2026: 9 – 19 November 2026

2027: 8 – 18 November 2027

(anticipated dates, subject to change).

Also available in the [Key Dates](#) calendar.

Proposed TLO Forum Dates for 2026

The *proposed* dates are:

**TERM 1: Regional in-person workshops
proposed for Week 3/4**

TERM 2: Thursday 7 May (Week 2)

**TERM 3: Thursday 30 July (Week 2) and
Thursday 27 August TBC (*Exam timetable*)**

TERM 4: Thursday 15 October (Week 1)

If you would like to provide feedback on the suitability of the proposed dates, please contact Neesha-Marie on 6165 6000 or at TLO@tasc.tas.gov.au.

Potential Special Session Dates

New TLO Sessions

- Designed for those who are new to the TLO role, though all TLOs are welcome.
- Proposing to run this in Term 1, Week 3 or Week 4?

Teachers New to TASC Sessions

- Designed for those who have recently started teaching Years 11/12 (e.g. beginning teaching, teachers from other states, or moved from secondary to senior secondary teaching)
- Proposing to run in Term 1, Week 0 or later in the term?

TASC is also planning to run **special drop-in workshops** in 2026 for:

- TCEA applications
- Reasonable Adjustment processes
- Quality Assurance meeting preparation
- Derived Ratings
- **and anything else that TLOs feel would be useful – please let me know!**



Proposed removal of previous years' courses on the TASC website

We'd love your thoughts!

TASC continue to have issues with some teachers in some schools teaching 'old' courses (using a course document that has been superseded by a new version)

How do you feel about them being unavailable on the website and only having the **current course documents** available? If we did, what are the unintended consequences?

Obviously, TASC would give plenty of notice which would allow teachers to save the PDF version of old courses IF they want them stored somewhere for their own use.

TASC would also have all courses archived in our system so anyone could get in contact with us and request a copy of the old course.

If you could speak with your teachers at your schools and would like to provide feedback, please contact Neesha-Marie on 6165 6000 or at TLO@tasc.tas.gov.au.

A close-up photograph of a person's hand writing in a small, open notebook. The person is wearing a light-colored, textured sweater. The background is blurred, showing more of the person and the notebook. A large, solid teal circle is overlaid on the left side of the image, containing the text "Questions or comments?". There are also some decorative elements: a light blue triangle in the top left, a yellow circle on the left edge, and some yellow and teal shapes at the bottom.

Questions
or
comments?



Next forum:

**Term 1, around Week 3
or 4 in February 2026**

*First forum for this year
will be an **in-person
training workshop** in
the three regions*

TS
AC

Thank You

for attending TASC's TLO & Principal forums in 2025.

We appreciate your time, questions and commitment to supporting our students.



TASC