

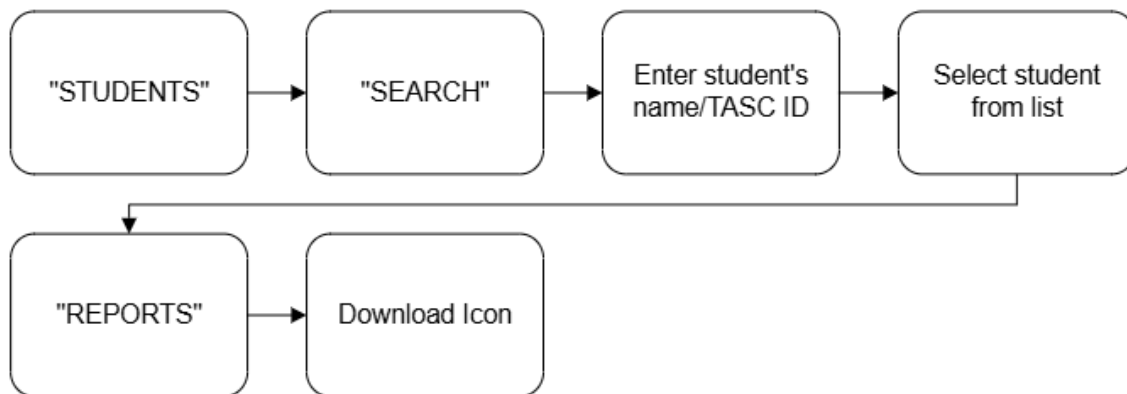
TRACS HOW TO...

Print a Notice of External Assessment (NoE) Forms

This is for:

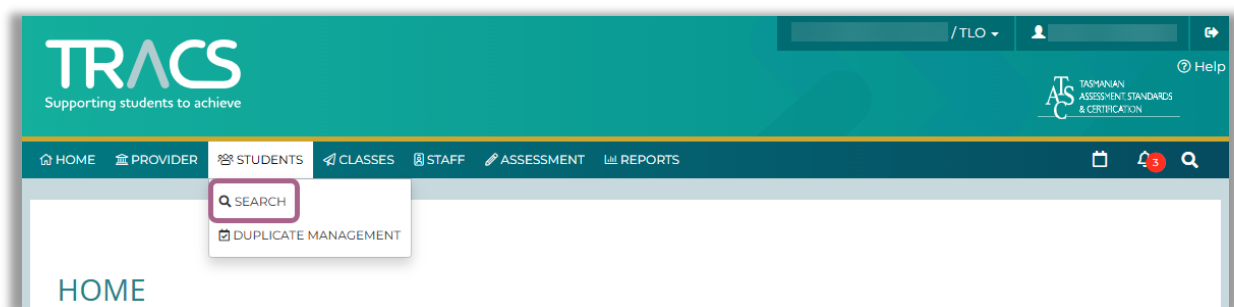
- School staff who need provide a reprinted Notice of External Assessment (NoE) when a student's details or external assessment information has been updated.

>>> Quick version



>>> Detailed version

1. Find the student: In TRACS, go into the “STUDENTS” menu and select “SEARCH”.



2. Enter the student's name **and/or** TASC ID and select "Search".

Student

SEARCH

FAMILY NAME

TASC ID

DOB

x

GIVEN NAME

ED ID / STUDENT ID

Search

RESULTS

TITLE	GIVEN NAME ▾	FAMILY NAME ▾	DATE OF BIRTH	TASC ID	EDID / STUDENT ID	ORGANISATION
No student data found						

3. Select the correct student from the list that appears.

Student

SEARCH

FAMILY NAME

smith

TASC ID

DOB

x

GIVEN NAME

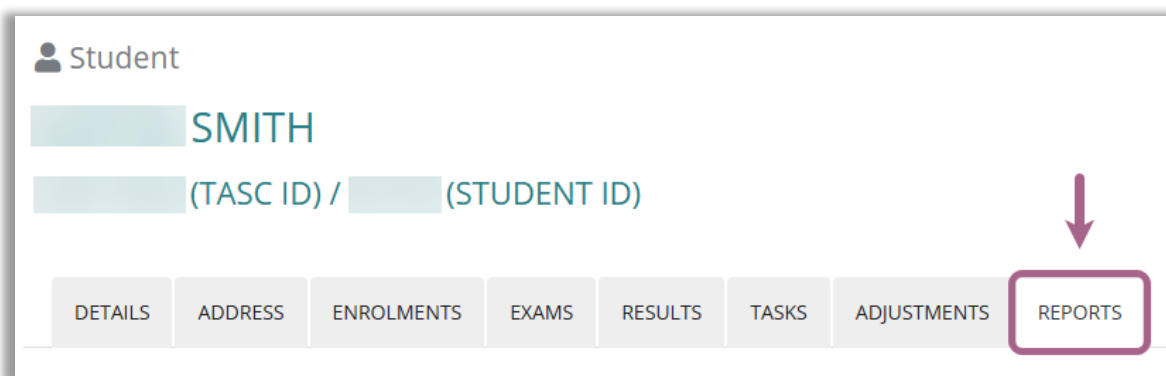
ED ID / STUDENT ID

Search

RESULTS

TITLE	GIVEN NAME ▾	FAMILY NAME ▾	DATE OF BIRTH	TASC ID	EDID / STUDENT ID	ORGANISATION
		Smith				
		Smith				

4. The student's information page appears:
- Select "REPORTS" from the available tabs.



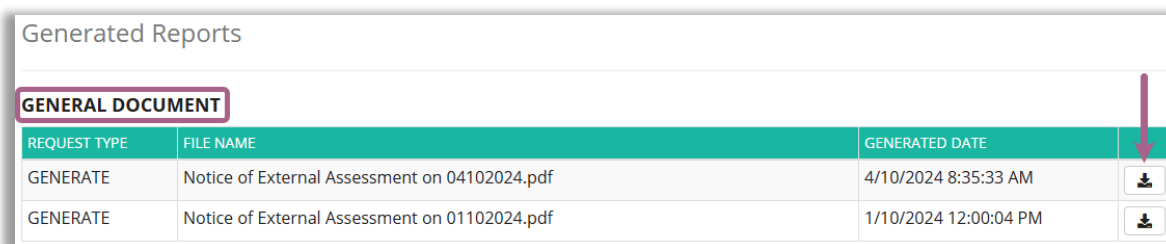
Student

SMITH

(TASC ID) / (STUDENT ID)

DETAILS ADDRESS ENROLMENTS EXAMS RESULTS TASKS ADJUSTMENTS **REPORTS**

5. All generated reports for a student are listed under the "General Documents" heading. To download, select the icon on the right.
- There may be multiple versions of the generate NoE report. Check the dates carefully, the most recent date will be the current NoE for the student.
 - When reprinting, the NoE **must** be printed on **pink paper**.



Generated Reports

GENERAL DOCUMENT

REQUEST TYPE	FILE NAME	GENERATED DATE	
GENERATE	Notice of External Assessment on 04102024.pdf	4/10/2024 8:35:33 AM	
GENERATE	Notice of External Assessment on 01102024.pdf	1/10/2024 12:00:04 PM	

6. If the most recently generated NoE is not correct, contact TASC.
- TASC will only generate a new NoE if there is an issue or if changes are required to a Level 3 or Level 4 course with a practical, oral or written external assessment.
7. For students sitting exams at a centre that is not their home school, the exam centre will not be able to access their NoE in the same way as for their own students. Instead, TASC will provide a separate PDF of NoE forms through a TRACS Notice of External Assessment Enquiry task. These can be reprinted if required when the student arrives to sit their exams.

Students should ideally ensure they have their NoE in advance and request a reprint from their home school before exam day.

➤➤➤ Further TRASC support

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Email | enquiries@tasc.tas.gov.au