

Conduct Review Policy

External Assessment

Scope

This policy underpins the Conduct Review process administered by Tasmanian Assessment, Standards and Certification (TASC) in alignment with TASC's [Academic Integrity Policy](#), [External Assessment Policy](#) and [External Assessment Rules](#), and the legislative provisions governing external assessments under sections 10(l)(e), 31, and 55ZP of the *Tasmanian Assessment, Standards and Certification Act 2003* (the Act).

This policy applies to external assessments for TASC-accredited Level 3 and Level 4 courses. Assessments covered under this policy include written and oral examinations, folios, and practical examinations such as performances, presentations, and displays.

Purpose

The purpose of this policy is to establish the Conduct Review Committee (the Committee) and set out the framework for investigating suspected breaches of the External Assessment Rules.

Policy statement

TASC is committed to maintaining the highest standards of academic integrity and ensuring procedural fairness in all conduct review processes. TASC is guided by the following principles:

- maintaining academic integrity in external assessments
- ensuring fair, consistent, transparent and proportionate decision-making when issuing penalties for breaches of the External Assessment Rules
- supporting student learning through appropriate educational interventions where possible
- protecting the reputation and credibility of TASC qualifications.

Roles and responsibilities

The Committee is established to review suspected student breaches of academic integrity or exam rules related to external assessments and to provide the Deputy Director, TASC (Deputy Director) with advice on the appropriate penalty.

Any suspected breaches reported to the TASC Assessment Team will be investigated. Where a suspected breach is confirmed, the matter will be referred to the Committee.

Students will have the opportunity to provide a response to the notice of a suspected breach. If an in-person meeting is requested by the Committee, and the student chooses to attend, students may be accompanied by ONE support person. The support person may be a parent, teacher or other individual. Should the student choose to bring a legal practitioner, the practitioner will attend only in the capacity of a support person rather than as a legal

advisor. The name and contact details of the support person must be provided prior to the Committee prior to attendance.

Where the Deputy Director determines that a penalty other than that recommended by the Committee is appropriate, the revised penalty will be presented to the Committee in writing via email. The Deputy Director will, in writing, inform the student of the outcome.

Appeals

Students have the right to appeal the Conduct Review process or the severity of the penalty imposed. Appeals must be submitted in writing via email to the Deputy Director no later than five (5) business days after notification of the penalty.

The Deputy Director will refer the matter to the Director of Education Regulation for review. Students will be notified in writing via email of the appeal outcome within five (5) business days of the Director's decision.

Related policies and procedures

1. [Academic Integrity Policy](#)
2. [Conduct Review – Frequently Asked Questions](#)
3. [External Assessment Policy](#)
4. [External Assessment Rules](#)
5. [TASC Personal Information Protection Policy](#)

Legislation

- [Tasmanian Assessment, Standards and Certification Act 2003](#)
- [Anti-Discrimination Act 1998](#)
- [Personal Information Protection Act 2004](#)

Authorisation

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