

Focus Areas by Term

School:



Teacher:



This is for general reference only and is not a comprehensive listing of all responsibilities under the Standards for Providers set under the *Tasmanian Assessment, Standards and Certification Act 2003*.

YEAR ROUND

- Keep lesson-by-lesson attendance records (in-class and logbooks/timesheets for outside class).
- Keep accurate and up-to-date student enrolment details in TRACS.
- Manage [student movement between courses](#). Ensure the school policy regarding how course content and work requirements of courses is understood and practiced by all staff.
- Keep full and up-to-date assessment records for each course on an official and centralised system. This includes having articulated final internal assessment methodologies that clearly indicate how final judgements are made for each criterion.
- Use a centralised location for storage of assessment records to ensure they are protected from unauthorised access or loss.

Term 1

- Registration and scope of courses:**
 - Register annually with TASC to deliver TASC-accredited courses.
 - Register the school's scope of courses in TRACS as part of the [school registration](#) process.
- Teaching and assessment of TASC-accredited courses:**
 - Access the current [course document](#), and plan the delivery and [assessment](#) of the course, including scope and sequence and assessment matrix (and unit/lesson plans, as appropriate).
 - Check all enrolled students meet any Access and Work Requirements for each course.
 - Ensure there is a *variety* of assessment methods used.
 - Develop marking guides/tools for consistency of assessment.

Term 1 continued...

- Check that planned individual assessment tasks clearly note the criteria (and standard elements, if appropriate) to be assessed.
- Ensure the school's application of the *TASC Academic Integrity Policy* is actively used in classroom practice and course delivery and that all students understand:
 - the [academic integrity](#) requirements of their courses
 - how internal breaches are handled
 - how late submission of work is managed.
- Submit materials to TASC for desktop audit as per the course requirements (*Work Readiness Level 2, Project Implementation Level 2 and Student Directed Inquiry Level 3*) by the [due dates](#).
- Participate in [Regional Quality Assurance Workshops](#) and Desktop Audits of courses/providers as selected by TASC.

Term 2

- Ensure unexplained absences are appropriately managed and students with prolonged absences are supported to catch up with their learning.
- Focus on [internal moderation](#), ensuring all course standards are consistently applied to maintain *reliability* and *comparability* of internal assessments.
- Monitor the development process of student folios (for relevant Level 3 courses) to ensure the teacher has sufficient knowledge of each individual student's work and 'voice' as the basis for signoff of folio authenticity.

Start of Term 3

- Continue to include information from the [Academic Integrity Guide](#) in discussions and course work and check the integrity of student work submitted for assessment.
- Make enrolment changes in TRACS before the course movement [closing dates](#).
- Maintain awareness of, and respond to, data and analysis, including feedback from TASC Quality Assurance Meeting Reports, Level 3 & Level 4 internal/external rating data, and Moderation Days.
- Plan for and participate in TASC [Quality Assurance Meetings](#) for the selected courses, being fully prepared with all required student bodies of work and relevant Record Sheets.

Late Term 3 & 4

- Complete any reviews of the academic integrity of folios before submission to TASC for external assessment.
- Provide students with their final internal ratings to sign off prior to submission via TRACS.
- Complete any requested review of internal ratings in a fair and just manner. Ensure accurate records of the process and stored securely.
- Ensure all final internal ratings are reported to TASC and verified before the [due dates](#) in Term 4.

TAKE THE STAND

Actioning the Standards for Providers of TASC Courses



TASMANIAN
ASSESSMENT, STANDARDS
& CERTIFICATION