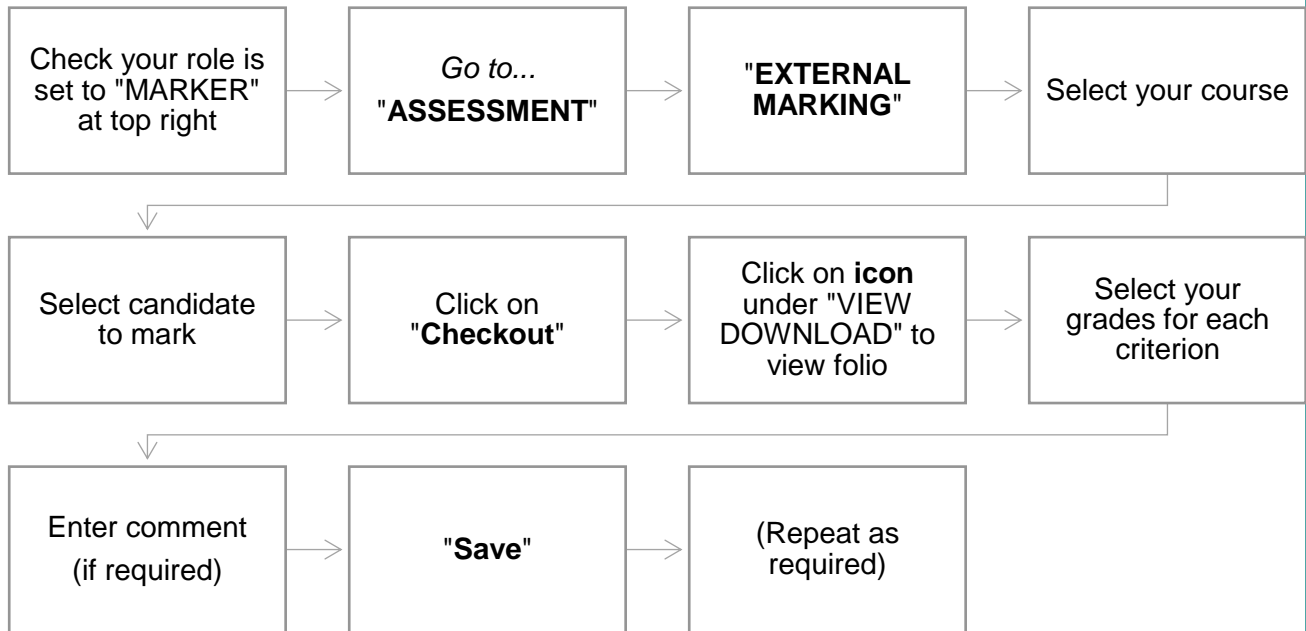


# HOW TO MARK FOLIOS IN TRACS

## Quick version



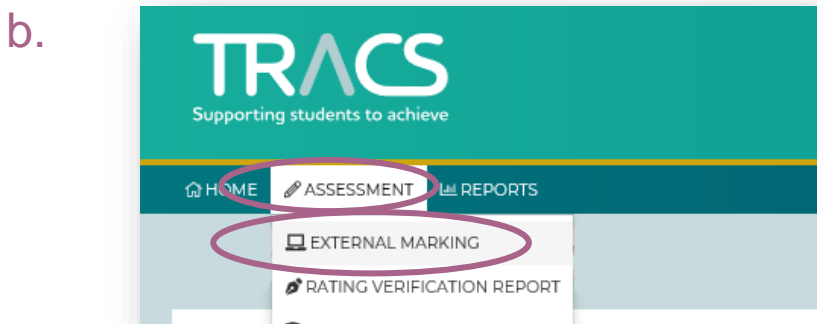
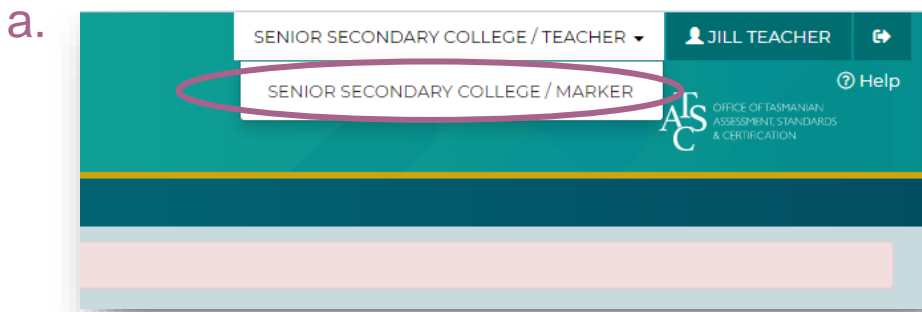
## Detailed version

### How to log in

1. Open TRACS at [tracs.tasc.tas.gov.au](https://tracs.tasc.tas.gov.au)
2. For marking, you need to log in with your Department of Education, Children and Young People (DECYP) credentials.
  - a. Your **username**
    - o [yourfirstname].[yourfamilyname]@decyp.tas.gov.au
  - b. Your **password** will be issued to you at your Marker Training Meeting.

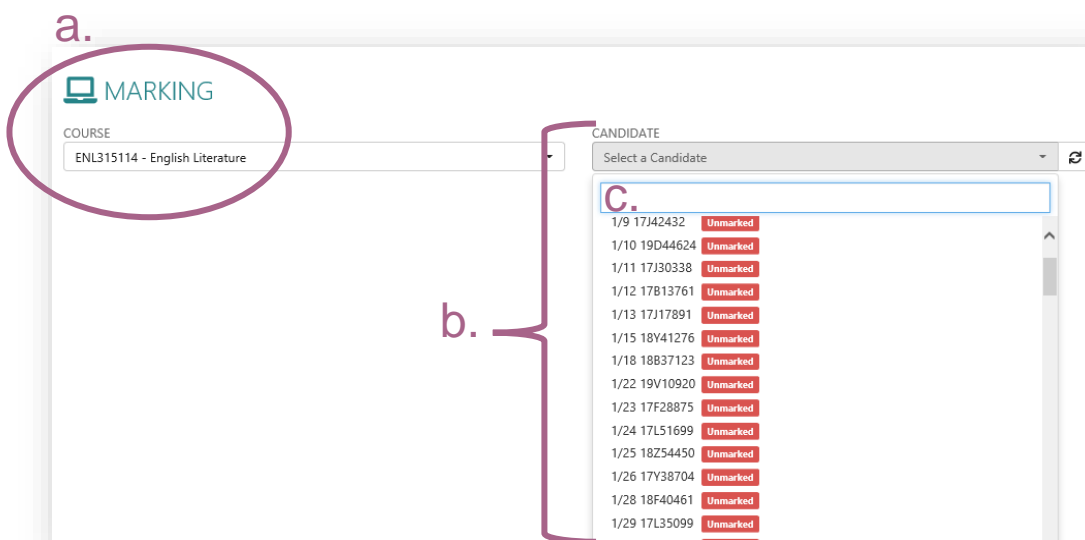
# Marking

1. Make sure your role in TRACS is set to **Marker**
  - a. Go to the top right and make sure the drop-down is set to **Marker**
  - b. Then get started by selecting **Assessment** and **External Marking**.



## 2. Marking page:

- a. Courses you are employed to mark are in the drop-down list under **Course**. Select a course to mark from that list.
- b. The **Select Candidate** box on the right shows the list of folios in a drop-down menu (by TASC ID). Select a folio to mark by clicking on the TASC ID, **or**
- c. Type a TASC ID into the search box.



3. The marking page for that folio appears. The assessment criteria are listed with all possible ratings.
- a. Before marking a folio, check it out from the pool of unmarked items by clicking the **Checkout** button.

MARKING - ENGLISH LITERATURE (FOLIO/MULTIPLE)

Checked Out : 0 | In Progress : 0 | Completed : 0

COURSE: ENL315114 - English Literature

CANDIDATE: 1/23 17F28875 Unmarked

Checkout

Page Position: 23 | Page Number : 1

**PART A**  
CRITERION 6 : DEMONSTRATE UNDERSTANDING OF OWN AND OTHERS' IDEAS, VALUES AND PERSPECTIVES

A+ A A- B+ B B- C+ C C- D+ D D- z

**PART A**  
CRITERION 7 : DEMONSTRATE ACCURATE AND EFFECTIVE USE OF LANGUAGE

A+ A A- B+ B B- C+ C C- D+ D D- z

**PART B**  
CRITERION 6 : DEMONSTRATE UNDERSTANDING OF OWN AND OTHERS' IDEAS, VALUES AND PERSPECTIVES

4. The file name to be marked appears above the grades.
- a. To view the folio, select the download icon below the words **View/Download**.
- o A new tab will open containing the folio item. Close that tab when you have finished viewing.

ENL315114 - English Literature

1/10 17/131878 In Progress

Page Position: 10 | Page Number : 1

FOLIO(S)

17T31878.pdf

VIEW/DOWNLOAD

Download icon

**PART A**  
CRITERION 6 : DEMONSTRATE UNDERSTANDING OF OWN AND OTHERS' IDEAS, VALUES AND PERSPECTIVES

A+ A A- B+ B B- C+ C C- D+ D D- z

5. To mark, click on a rating to indicate your assessment for each criterion. The other ratings then disappear, showing your selection in green.

**To change your rating**, click on it again and all the options will reappear and you can do that criterion again. You can do this even if you come back to the folio having previously saved.

Page Position: 23 | Page Number : 1

**PART A**  
CRITERION 6 : DEMONSTRATE UNDERSTANDING OF OWN AND OTHERS' IDEAS, VALUES AND PERSPECTIVES

C-

**PART A**  
CRITERION 7 : DEMONSTRATE ACCURATE AND EFFECTIVE USE OF LANGUAGE

A+ A A- B+ B B- C+ C C- D+ D D- z

**PART B**  
CRITERION 6 : DEMONSTRATE UNDERSTANDING OF OWN AND OTHERS' IDEAS, VALUES AND PERSPECTIVES

A+ A A- B+ B B- C+ C C- D+ D D- z

6. Work through all the criteria until you have completed marking.
- a. There is a space at the bottom of the page to write any comments.

MARKING - ENGLISH LITERATURE (FOLIO/MULTIPLE)

Checked Out : 1 | In Progress : 0 | Completed : 0

COURSE: ENL315114 - English Literature

CANDIDATE: 1/23 17F28875

Checked Out Last Updated: 16/09/2019 3:50:32 PM

Release

Previous Save Save & Proceed Next

Page Position: 23 | Page Number : 1

**PART A**  
CRITERION 6 : DEMONSTRATE UNDERSTANDING OF OWN AND OTHERS' IDEAS, VALUES AND PERSPECTIVES

C-

**PART A**  
CRITERION 7 : DEMONSTRATE ACCURATE AND EFFECTIVE USE OF LANGUAGE

B

**PART B**  
CRITERION 6 : DEMONSTRATE UNDERSTANDING OF OWN AND OTHERS' IDEAS, VALUES AND PERSPECTIVES

A-

**PART B**  
CRITERION 7 : DEMONSTRATE ACCURATE AND EFFECTIVE USE OF LANGUAGE

A-

**PART C**  
CRITERION 5 : COMPOSE AND CRAFT IMAGINATIVE RESPONSES TO TEXTS

A

**PART C**  
CRITERION 7 : DEMONSTRATE ACCURATE AND EFFECTIVE USE OF LANGUAGE

A-

Use results of 'A', 'B', 'C' or 'D'. User 'Z' to denote that the candidate did not present. Examiners should select '+' or '-' to a result if appropriate (ie A+, B+, C-, etc). A result of D (including D+ and D-) MUST be annotated with reasons.

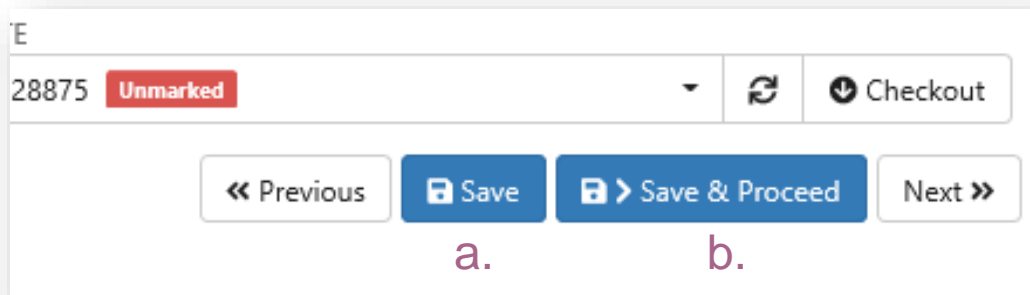
ASSESSMENT COMMENT

a.

Previous Save Save & Proceed Next

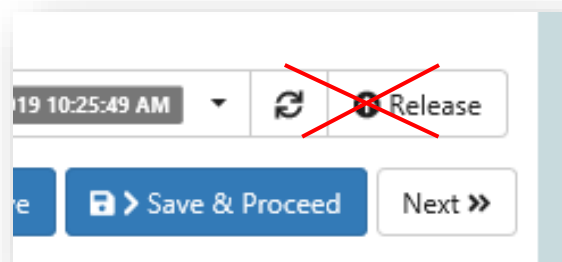
7. Once you have completed marking that folio:
  - a. Select **Save** near the top right and then choose from the drop-down menu as before  
OR
  - b. You can go to the next folio by selecting **Save & Proceed**.

**Note:** To ensure the security of student data, TRACS will time-out after 20 minutes if there has been no activity and you will not be able to save.



**Please be aware:** Do not select **Release** when you have finished marking – unless you want the folio to be released back into the pool of unmarked folios **and the ratings deleted**.

Selecting **Release** will not delete any ratings awarded by any other marker.



## Checking marked folios

1. To see which folios you have marked, go back to the drop-down list of folios and you will see which are “Completed” and which are “Unmarked”.

1/18	18B37123	Unmarked	
1/22	19V10920	Unmarked	
1/23	17F28875	Completed	Last Updated: 16/09/2019 3:57:40 PM
1/24	17L51699	Completed	Last Updated: 16/09/2019 4:05:59 PM
1/25	18Z54450	Unmarked	
1/26	17Y38704	Unmarked	
1/28	18F40461	Unmarked	

2. The number of completed folios are shown at the top right

