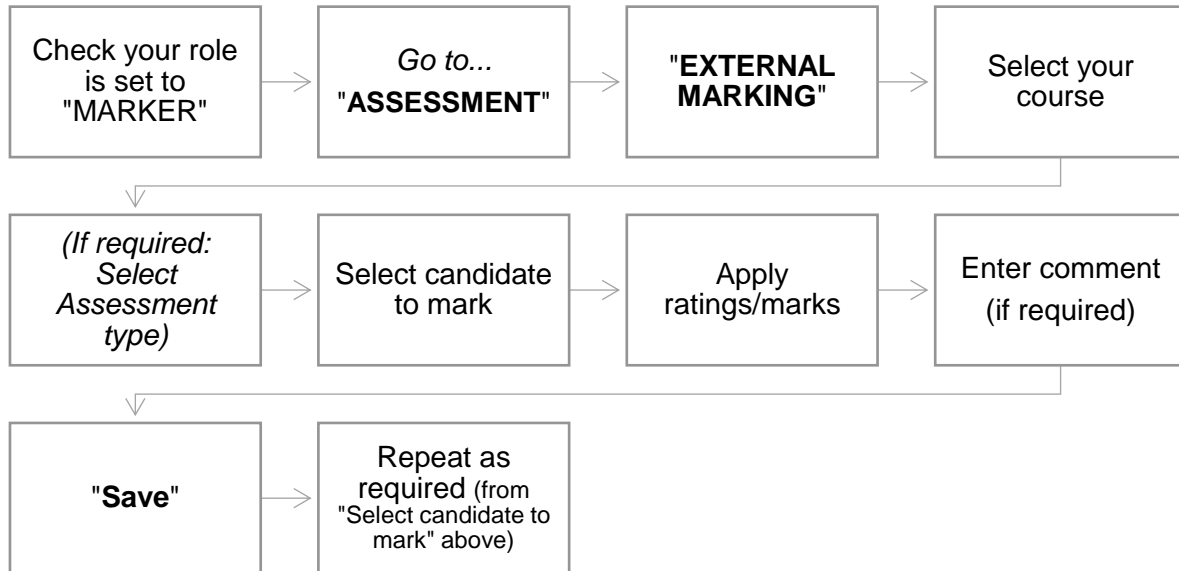


# HOW TO MARK WRITTEN EXAMS IN TRACS

## Quick version



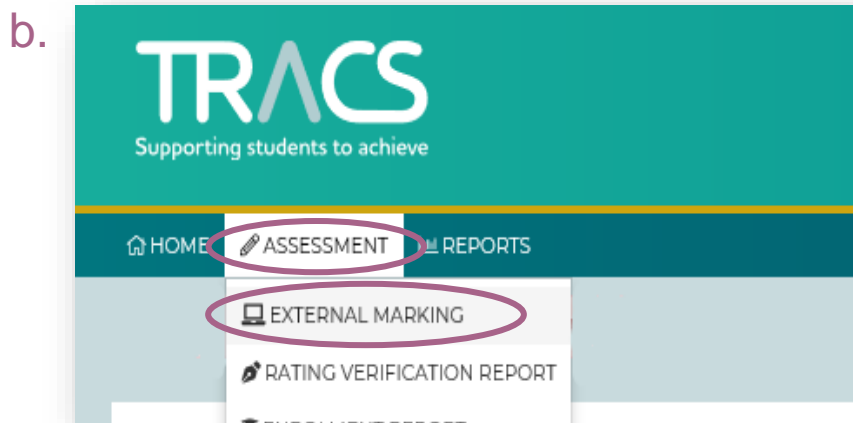
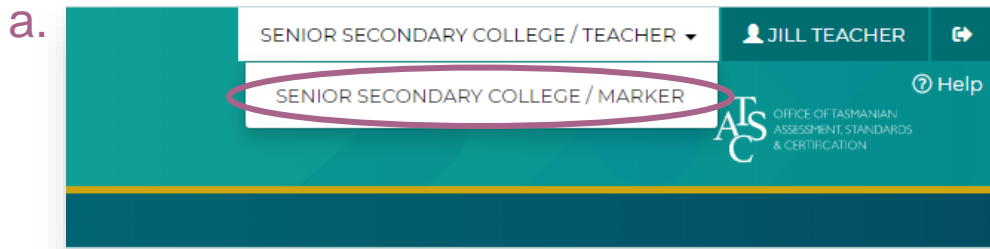
## Detailed version

### How to log in

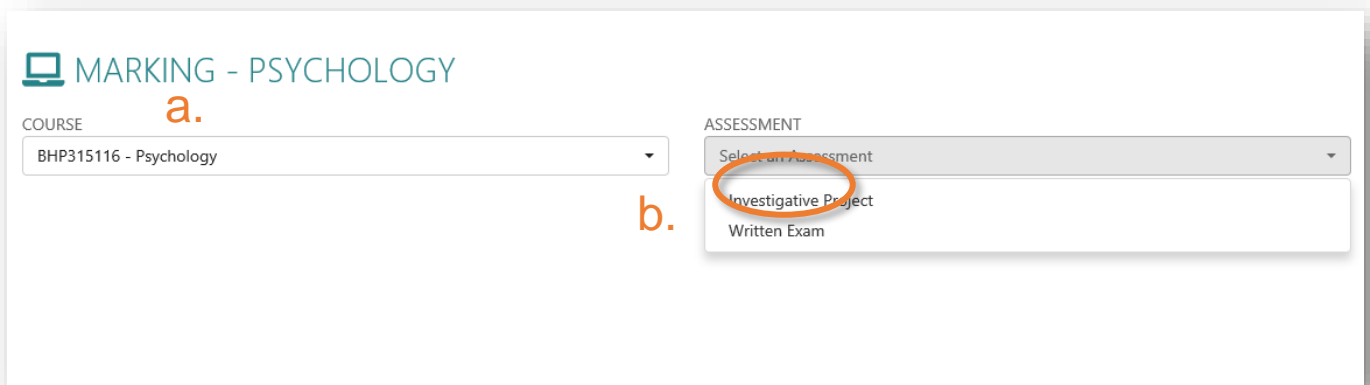
1. Open TRACS at [tracs.tasc.tas.gov.au](https://tracs.tasc.tas.gov.au)
2. For marking, you need to log in with your Department of Education, Children and Young People (DECYP) credentials
  - a. Your **username**
    - o [yourfirstname].[yourfamilyname]@decyp.tas.gov.au
  - b. Your **password** will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

# 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. Select your course to mark from the drop-down list on the left-hand side
  - b. If given a choice of assessment type, select **Written Exam**.

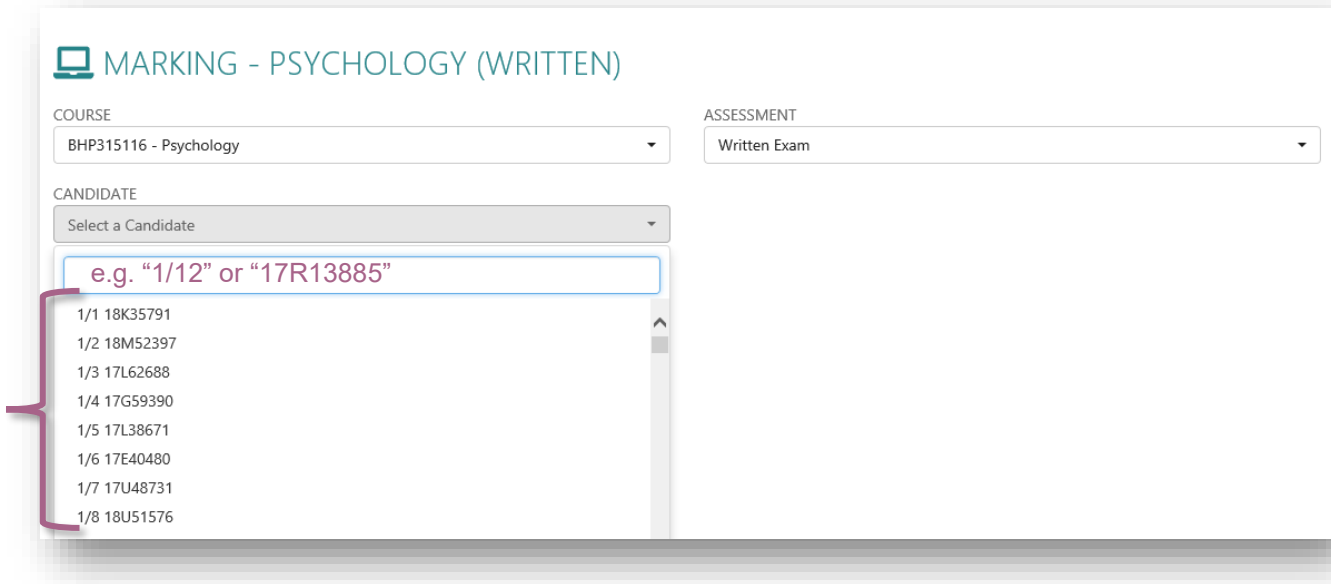


3. The **Select a Candidate** box appears with the list of candidates in a drop-down menu by page position number and TASC ID.

Select a candidate to mark by clicking on the TASC ID

OR

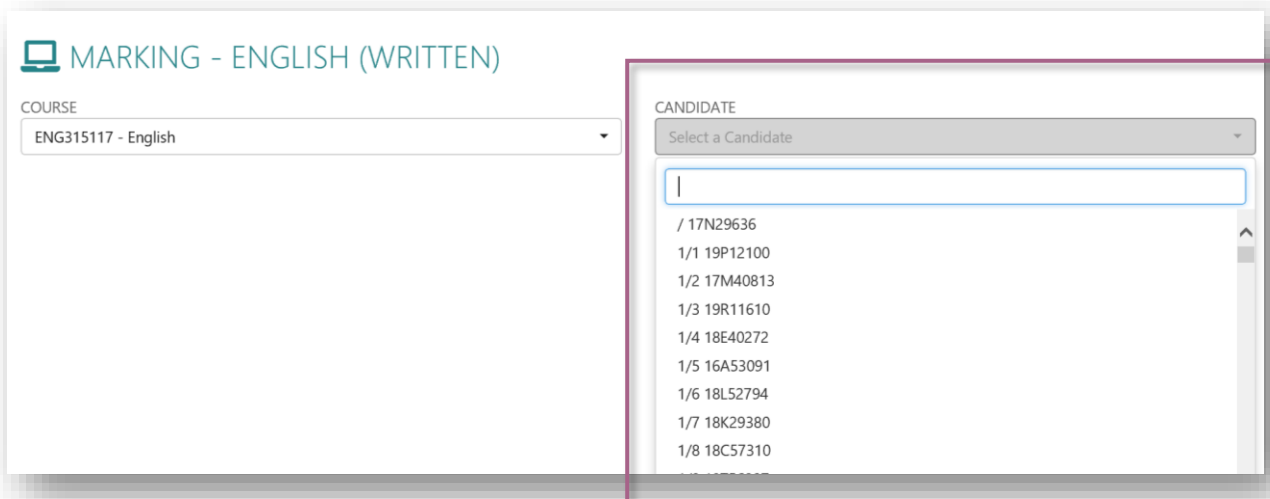
Type a page position number or TASC ID into the search box.



The screenshot shows the 'MARKING - PSYCHOLOGY (WRITTEN)' interface. The 'COURSE' dropdown is set to 'BHP315116 - Psychology' and the 'ASSESSMENT' dropdown is set to 'Written Exam'. The 'CANDIDATE' dropdown is open, showing a search box with the text 'e.g. "1/12" or "17R13885"'. Below the search box is a list of candidates:

- 1/1 18K35791
- 1/2 18M52397
- 1/3 17L62688
- 1/4 17G59390
- 1/5 17L38671
- 1/6 17E40480
- 1/7 17U48731
- 1/8 18U51576

**Note:** If you did not have to choose an assessment type, the **Select a Candidate** box appears on the right-hand side



The screenshot shows the 'MARKING - ENGLISH (WRITTEN)' interface. The 'COURSE' dropdown is set to 'ENG315117 - English'. The 'CANDIDATE' dropdown is open, showing a search box with a vertical bar. Below the search box is a list of candidates:

- / 17N29636
- 1/1 19P12100
- 1/2 17M40813
- 1/3 19R11610
- 1/4 18E40272
- 1/5 16A53091
- 1/6 18L52794
- 1/7 18K29380
- 1/8 18C57310

- The marking page will appear and show the exam section, exam questions and related assessment criteria with all possible ratings.

**MARKING - ENGLISH (WRITTEN)**

COURSE: ENG315117 - English | CANDIDATE: 1/2 17M40813

Page Position: 2 | Page Number: 1

NAME	CRITERION	RESULTS
<b>Section A</b>		
Question 1	1	A+ A A- B+ B B- C+ C C- D+ D D- z
Question 1	4	A+ A A- B+ B B- C+ C C- D+ D D- z
Question 1	6	A+ A A- B+ B B- C+ C C- D+ D D- z
Question 2	1	A+ A A- B+ B B- C+ C C- D+ D D- z
Question 2	4	A+ A A- B+ B B- C+ C C- D+ D D- z
Question 2	6	A+ A A- B+ B B- C+ C C- D+ D D- z

- To mark, click on a rating for a question/criterion and the other ratings will then disappear, showing your selection in green.

To change your rating, click on it again and all the options will reappear, allowing you to give the correct mark. You can do this even if you come back to the candidate after having previously saved a rating.

**MARKING - ENGLISH (WRITTEN)**

COURSE: ENG315117 - English | CANDIDATE: 1/1 19P12100

Page Position: 1 | Page Number: 1

NAME	CRITERION	RESULTS
<b>Section A</b>		
Question 1	1	A+
Question 1	4	B+

6. There is a space at the bottom of the page to write any comments (if required).

Question 7 2 A+ A A- B+ B B- C+ C C- D+ D D- z

Question 7 7 A+ A A- B+ B B- C+ C C- D+ D D- z

ASSESSMENT COMMENT

<< Previous Save Save & Proceed Next >>

7. Once you have assigned ratings for all relevant questions, select **Save** near the top right-hand side of the page. You can then choose the next candidate from the drop-down box as before. You can click **Save** at any point during the marking process. Alternatively, the **Save & Proceed** button will save your ratings and then move to the next page position number.

CANDIDATE

1/8 17V40893

<< Previous Save Save & Proceed Next >>

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

8. If you have not entered a rating for all questions, a notification will appear. If the paper contains optional questions where the candidate chooses which to attempt, simply select **Proceed**.

Confirm

Some of the questions are not marked. Do you still want to proceed with saving the marks?

PROCEED CANCEL

Mark has already been submitted. Please contact the marking coordinator to alter the ma

## Reasonable adjustments

**Note:** reasonable adjustments are still referred to as “special provisions” on some courses.

Where there is a reasonable adjustment relevant to the candidate, this is noted in red at the top of the screen.

**MARKING - ENGLISH (WRITTEN)**

COURSE: ENG315117 - English  
CANDIDATE: / 17N29636

**Special Provisions : Ignore handwriting, Ignore spelling and grammar**

NAME	CRITERION	RESULTS
<b>Section A</b>		
Question 1	1	A+ A A- B+ B B- C+ C C- D+
Question 1	4	A+ A A- B+ B B- C+ C C- D+
Question 1	6	A+ A A- B+ B B- C+ C C- D+