

TASC Principal and TLO Forum

Thursday 17 October 2024

Term 4

Acknowledgment of Country

*We pay respect to the traditional
and original owners of this land
lutruwita Tasmania where we are
all gathering today.*

*We pay respect to those that
have passed before us and to
acknowledge today's Tasmanian
Aboriginal people who are the
custodians of this land.*

Image: 'Hobart in Green' by Tasmanian Aboriginal
artist [Rod Gardner](#).



Agenda

External
Assessment
and Student
Supports

Quality
Assurance
Meetings

Pre-Year 11
Enrolments

Final Internal
Ratings
Submission

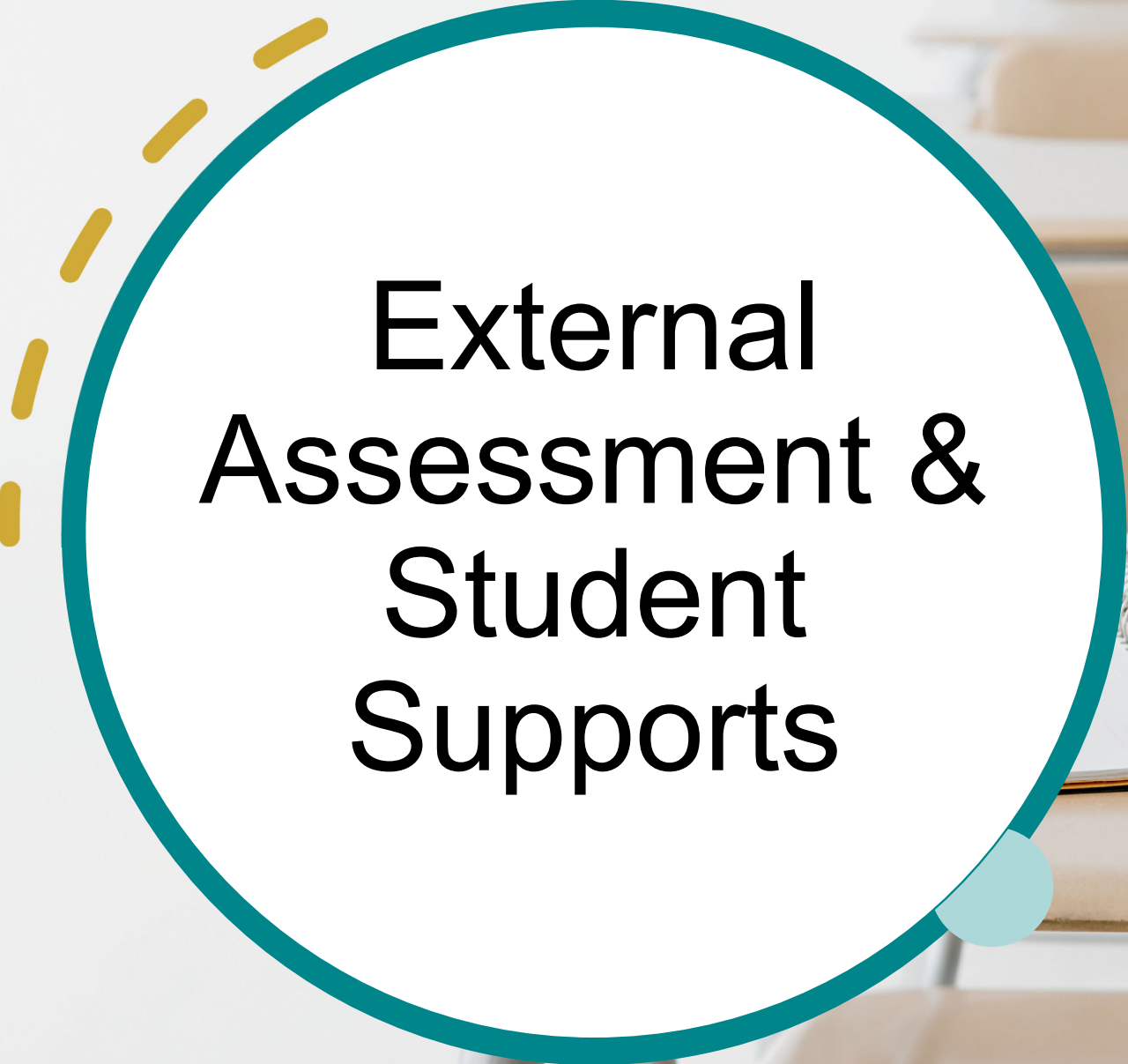
TASC
Outstanding
Achievement
Awards

Results Day

2025 TLO and
Principal
Forums



TASC
Celebrating
Student Success
in 2024 Video
REMINDER



**External
Assessment &
Student
Supports**

External Assessment and Student Supports

Student-centred Supports and Resources for External Assessments

- TASC *Student Exam Guide* – [Link](#)
- Preparing for exams – [Link](#)
- How to answer written exam questions and understand exam marking – [Link](#)
- Managing exam stress – [Link](#)
- Tips for staying CALM in an exam – [Link](#)
- Requesting a folio extension – [Link](#)
- Illness and emergency during exams – [Link](#)
- ReachOut.com – exam stress resources – [Link](#)

A background image featuring various medical supplies on a light blue surface. Visible items include a syringe, a pill bottle, a bandage, a red first aid kit with a white cross, and a white bandage. The text is overlaid on a large teal circle.

TASC Medical Certificate Process – some changes

Instructions and a copy of the *new form* for medical practitioners to complete are in the *TASC Student Exam Guide*. A [fillable PDF version](#) is also available online.

Section A replaced with a webform

Students will now fill out their details via a *webform* (the [Derived Exam Rating Application and Consent Form](#)). A QR code linking to the webform is published in the *TASC Student Exam Guide*.

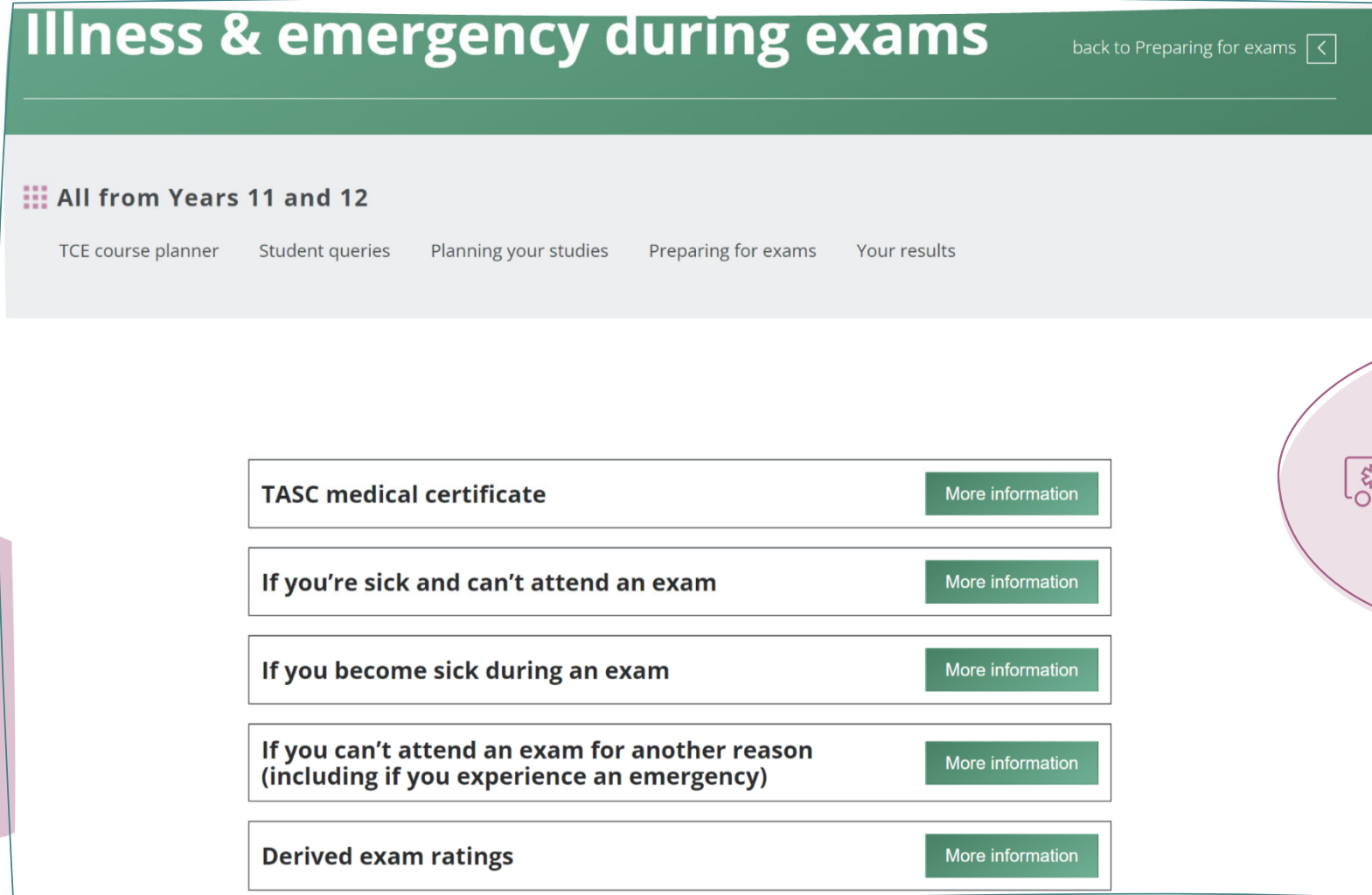
New contact email address for submitting the TASC Medical Certificate

Per usual, the *medical practitioner* will complete the TASC Medical Certificate and submit it to TASC on the student's behalf.

The form is submitted to the **new email address**: Results@tasc.tas.gov.au (or sent to TASC's mailing address).

Information is available on the TASC website at [Illness and Emergency during Exams](#).

Illness & Emergency During Exams Webpage



Illness & emergency during exams [back to Preparing for exams](#)

All from Years 11 and 12

[TCE course planner](#) [Student queries](#) [Planning your studies](#) [Preparing for exams](#) [Your results](#)

TASC medical certificate	More information
If you're sick and can't attend an exam	More information
If you become sick during an exam	More information
If you can't attend an exam for another reason (including if you experience an emergency)	More information
Derived exam ratings	More information



[Illness & emergency during exams](#)

TASC Medical Certificate

Reminder:
Students who become ill during an exam and can't complete it must tell the Exam Supervisor that they are unwell and need to leave, so this can be recorded, and they can receive derived ratings (upon application).



A Medical Practitioner is to complete and submit this form providing evidence of a senior secondary student's illness or incapacity that makes them unfit to complete end-of-year exam/s.

Note the candidate has provided their consent for this medical information to be shared with TASC:

Name of GP / Hospital Doctor: _____ Address (hospital/clinic/surgery): _____

Phone number: _____ Suburb: _____

Registration number: _____ Postcode: _____

Please fill details above or use official stamp HERE:

I examined: Candidate Name _____ Date of Birth ___/___/___

at a medical consultation on Date ___/___/___

This must be the day of the candidate's exam(s), OR no more than seven (7) days before or two (2) business days after.

1. CANDIDATE IS/WAS **UNFIT** TO SIT THE EXAM(S).

Dates of their illness or incapacity - from ___/___/___ to ___/___/___

What is the medical diagnosis?

Provide all relevant information. The information you provide will be treated in the strictest confidence. TASC may contact you for further information if the specific diagnosis isn't clear.

- Physical/medical impairment
- Psychological impairment (i.e. anxiety/depression) beyond normal concern about exams
- Other:

The condition is:

- Ongoing (deterioration of long-term condition) OR Newly diagnosed or temporary

Specify the details of the above medical diagnosis and how it impairs the ability to complete the exam(s):

Additional medical evidence may be attached.

2. CANDIDATE IS/WAS **FIT** TO SIT THE EXAM(S).

It is my professional opinion that the candidate is or was FIT to sit for the exam(s) -

from ___/___/___ to ___/___/___

Signature of Medical Practitioner: _____ Date: ___/___/___

The medical practitioner **must** submit this form **directly** to TASC within three (3) days of the consultation.

TASC Exam Centre Responsibilities

Understand room requirements

- E.g. seating, clock, calculators, security/emergency procedures.

Provide appropriate room access

- Ensure access to exam rooms is limited to TASC personnel and relevant students only.

Verify school/college opening hours

- Ensure exam areas are open (ready for early exam set up) and there is access to photocopiers/printers at the end of each day.

Discuss with Supervisor Coordinators any candidates with TASC-approved Reasonable Adjustments

- Ensure you are organised to provide approved accommodations.

Ensure there is a designated preparation / office space for Supervisor Coordinators

- This space must be accessible at least one week before exams so Supervisor Coordinators can set up/run Supervisor training.

Support students

- Provide the Supervisor Coordinator/s the details of school staff who will be available to support students during exams.



TASC Exam Centre Responsibilities – ICT

Computers and Technology

- ICT support before, during and after exams to help students using computers and assistive technologies
- ICT support for Supervisor Coordinators.
- Direct contact numbers should be made available for Supervisor Coordinators in case issues arise.
- Supervisor Coordinators require access to a computer, printer and photocopier to copy attendance lists, and print student exams completed on computers.
- Computers should be locked-down for secure student use to protect exam integrity.



The image features a central white circle with a teal border, containing the text "Quality Assurance Meetings". To the left of the circle is a dashed yellow line. To the right, a red marker is shown drawing a checkmark inside a circle on a piece of paper. A small teal circle is positioned at the bottom right of the main teal circle's border. The background is a blurred office setting with a desk and a computer monitor.

Quality Assurance Meetings

2024 QA Meetings Overview

TASC's target to have all data reports to schools ready for Day 1 of Term 4:

Achieved ✓



19
meetings



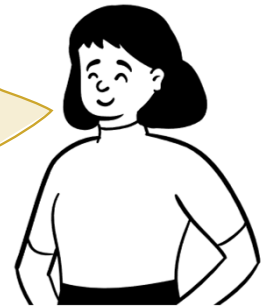
63
schools



242
participants



9700+
data
points
generated






QA Meetings: Feedback

2024 Quality Assurance Meeting attendees were invited to give feedback via a [survey](#).

The return rate was 96%.

90%
Agreed



I valued my involvement in the meeting as a meaningful professional learning opportunity.

In response to 2023 survey feedback, a new method was used this year where participants viewed and discussed one or two samples prior to undertaking individual assessments. This method received very positive feedback. It was noted that the sample should be from the PA/SA borderline to ensure a shared understanding of minimum evidence for criteria standards prior to performing individual assessment for most samples.

Opportunity for Improvement

A significant number of participants felt tabled samples of student work did not adequately match the criteria being assessed.

Many felt that individual assessment tasks did not invite students to respond to a nominated criterion, or only a single standard element of a criterion. In some cases, feedback suggested that provider-devised tasks did not allow students to demonstrate 'A' rating standards. In 2024, 32% of participants expressed concern, down slightly from 35% in 2023.

As in 2023, the course most impacted was **General Mathematics Level 2**, especially in the southern region. While TASC will undertake another review of requirements for this course and associated documents, teachers and other interested stakeholders are invited to let us know their thoughts on this issue via email to:

QualityAssurance@tasc.tas.gov.au

32%
Undecided /
Disagreed

The match between the nature of the bodies of student work and the nominated criteria was appropriate and clear.

What's Next?

1. Providers respond to required actions in meeting procedural requirements by **Wednesday 23 October 2024.**

(These are noted in compliance reports sent with the data reports.)

2. Teachers formally review and discuss the data sets using the supplied Report Information Sheet to guide them. If issues are identified, remedial action is required. Possible actions are noted on the information pages. It is highly recommended that records are made of data reviews and any subsequent actions.

3. Providers formally consider and implement any required assessment refinements prior to final reporting for the selected courses in November. **This is particularly significant for cases where a student is on a PA / SA borderline.**

4. Very early in 2025 schools will receive a second report including final 2024 ratings for learners/courses, as well as the provider and meeting data. If TASC identifies major discrepancies between the three sets of data, schools will be formally asked to explain how they used the October report to inform final rating decisions. This may prompt further quality assurance actions.





Pre-Year 11 Enrolments

Pre-Year 11 Enrolments (Continued)

In some cases, it may be appropriate for students to extend their learning in an area of strength by enrolling in a TASC-accredited course **prior to Year 11**.

Providers can use TASC-accredited course documents as a planning resource for Years 9/10 teaching without formally enrolling students with TASC. In such cases, schools must not use TASC-accredited course names/codes.

Schools must apply for approval to formally enrol a pre-Year 11 student in a TASC course.

Applications are now open and close:

Friday 28 February 2025.



[Pre-Year 11 enrolments in TASC-accredited courses](#)



Pre-Year 11 Enrolment Scenario

Example

Anna (Year 10 student)

In Year 9 Anna achieved an overall C (at standard) in her Australian Curriculum Health and Physical Education studies.

Her achievement in the Movement and Physical Activities section of the course was at an A level (well above standard).

Anna loves soccer and has undertaken numerous coaching clinics. She was recently selected for the state Under 17 squad. She, her parents and her teachers believe she would benefit from a personalised training and competition program supported by completing *Athlete Development Level 2*.



[Enrolment of Pre-Year 11 Students in TASC-accredited Courses Policy](#)

A hand holding a blue pen is writing on a document. A teal circle with a white center is overlaid on the image, containing the text 'Final Internal Rating Submission'. The background is a blurred image of a person writing on a document.

**Final Internal
Rating
Submission**

Internal Ratings Process

- ❑ From **21 October 2024**, results will start being pulled from SARIS (for DECYP schools). Catholic/Independent schools can begin entering ratings into TRACS from this date.
- ❑ Teachers [determine students' final internal ratings](#) for each criterion.
- ❑ Students must be informed of their internal ratings and sign them.
- ❑ Students need to be informed that they can request a review and who they can speak to about this (a teacher or a central contact person, depending on each school's policy).
- ❑ The appeals process must be completed by the **internal ratings verification period deadline**.

☑ [Final internal rating submission and verification](#)

☑ *Example* [final internal ratings report](#)



Final Internal Ratings

Level 3 and Level 4 Courses

Due to TASC: **Friday 8 November 2024**

Verification period:

Monday 11 – Friday 15 November 2024

Preliminary, Level 1 & Level 2 Courses

Due to TASC: **22 November 2024**

Verification period:

Monday 25 – Friday 29 November 2024



Schools must run [Rating Verification reports](#) (downloaded from [TRACS](#)) during the **verification period** to confirm that all entered ratings are correct.

The graphic features a central white circle with a teal border, set against a background of falling gold stars and confetti. The text 'TASC Outstanding Achievement Awards' is centered within the circle. A small teal circle is positioned at the bottom right of the main circle's border.

**TASC
Outstanding
Achievement
Awards**



Outstanding Achievement Awards

TASC's [Outstanding Achievement Awards \(OAA\)](#) celebrate academic and vocational education achievements.

Nominations for the **VET Awards** close
Friday 25 October 2024.

Recipients are selected by a TASC-appointed panel of VET experts.

The **Academic Achievement Award** recognises Year 12 students who attain Tasmania's highest academic results with an Australian Tertiary Admission Rank (ATAR) of 99.5 or above.

TASC will notify winners by email in December after results are released.

The ceremony will be held at Government House on:

Tuesday 28 January 2025.

Reminder: Keep an eye on your inbox so that you don't accidentally miss an email about the ceremony.



Results Day
18 December

Results Day for Schools

- ❑ A results information email will be sent to Principals with instructions on how to access your school's preliminary results data.
- ❑ Your school's **Preliminary** Results Data Spreadsheet will be available in the [TRACS portal](#) under:

Provider > Contact Information > Reports.

- ❑ A PDF guide to accessing your students' results – [Link](#).



Results Day for Students

Emailed Results



Students who have registered an email address with TASC will receive one to three emails, depending on their eligibility.

- Statement of Results – *all students*.
- Course Criterion Profile Statement – *students who completed a TASC course*.
- ATAR statement – *eligible students*.

Mailed Results



- Printed Statement of Results – *all students*.
- TASC-issued certificates: TCE, TCEA, QC – *eligible students*.



Results Emails

Students register their email address when they complete their online *Student Declaration*.

If a student needs to update their email address, please provide them this [link](#).

Students must update their email address **before or on 17 December** to receive their results email.

To update their email address, students must complete *both* steps:

1. Complete the registration form.
2. Click on the link emailed to them to verify that the email address provided is correct.

Tip: Registering a *personal* email address with TASC can help Year 12 and 13 students retain easy access to their results email if their school-based email account will deactivate at the end of the year.

Talking to Students about Results

- ❑ If a student has a results query, it's useful to first check if they have met [ATAR](#) and/or [TCE](#) eligibility requirements.
- ❑ You can check a student's progress towards the TCE via the results spreadsheet or TRACS.
- ❑ If students need more information, they should contact TASC via the [Results Query](#) form. This form allows TASC to confirm the student's identity, protecting their privacy.
- ❑ The [FAQs about student results](#) page answers commonly asked questions.
- ❑ Results are emailed to students in school batches. So, students shouldn't be alarmed if they learn during the morning that students at other schools have already received their results.



The [Understanding the ATAR: Student Factsheet](#) is a helpful resource for students who have questions about ATAR and TE Score calculation.

Inspections of Written Exam Material

Applications to [inspect 2024 written exam materials](#) and [requests for copies of written exam material](#) both open on results day.

TASC offers students the opportunity to inspect their written exam material for externally assessed TASC accredited courses. If a student has received an unexpected external result, they can use the inspection process to verify that an administrative or procedural error did not occur.

Note: The inspection process does **not** involve remarking exams.



First Round Inspections *(Only Year 12 and 13 students are eligible)*

- Applications close **Tuesday 31 December 2024**.
- Eligibility for first round inspections is limited to ensure that if a Year 12 or 13 student obtains/increases their ATAR via the inspection process that they will still meet the UTAS deadline, allowing them to start University in Semester 1.

Second Round Inspections *(All students who didn't submit a first-round request are eligible)*

- Applications close **Monday 3 February 2025**. Second round inspections are held mid-February at schools. TASC will provide more information via TRACS in Term 1.



**2025
TLO and
Principal Forum
Dates**

Proposed Forum Dates

The proposed dates for the **2025 TASC TLO and Principal Forums** are:

TERM 1: Thursday 13 February (Week 2 – DECYP students start Thurs 6 Feb)

TERM 2: Thursday 8 May (week 2)

**TERM 3: Thursday 31 July (week 2) and
Thursday 28 August TBC (*Exam timetable*)**

TERM 4: Thursday 16 October (week 1)

If you would like to provide feedback on the suitability of the proposed dates, please contact Neesha-Marie on 6165 6000 or at TLO@tasc.tas.gov.au.

Potential Special Session Dates

New TASC Liaison Officer (TLO) Sessions

These sessions are designed for those who are new to the TLO role, though all TLOs are welcome.

- Term 1, Week 3 or Week 4?

Teachers New to TASC Sessions

These sessions are designed for those who have recently started teaching Years 11 and 12 (e.g. those beginning teaching, teachers who have arrived in Tasmania from other states, or those who have moved from secondary to senior secondary teaching).

- Term 1, Week 0 or later in the term?



Questions
or
Comments?

Thank You

for attending TASC's Principal and TLO forums in 2024.

We appreciate your time, questions and commitment to supporting students.



TASC