

Student Folio Endorsement

Information Sheet

The TASC *Student Folio Endorsement Information Sheet* supports the submission and quality assurance of student folios for externally assessed TASC-accredited courses.

Summary

- All student folios **must** be submitted through TRACS by the TASC published due date, whether they are endorsed by the teacher or not.
- The *TASC Student Folio Declaration Form* is retained by the school and **must not be submitted** to TASC unless requested. If a teacher cannot endorse a student's folio, TASC will request the form via a TRACS task.
- Teacher endorsement reflects a professional judgement at the time of submission and does not determine marking or penalty outcomes.
- If a folio is not endorsed by the teacher, the school must undertake an internal review process to determine the reason for the non-endorsement in accordance with the school's internal review process.
- Where concerns are identified, TASC's Quality Assurance (QA) team manages any further review and liaises with the school through their TASC Liaison Officer (TLO).
- All folios are marked against the course standards in the same unbiased manner.
- Any academic integrity outcomes are determined by a TASC-convened Panel, not by the school or individual teacher.

Background

- The *TASC Student Folio Declaration Form* records a student's declaration regarding academic integrity and teacher endorsement or non-endorsement of the folio at the point of submission.
- The *TASC Student Folio Declaration Form* applies to all TASC-accredited Level 3 or Level 4 courses that have an externally assessed component such as a folio or project.
- Both the students and the teacher is required to sign the *TASC Student Folio Declaration Form*.
- Schools are responsible for setting their own internal due date for students to submit work to teachers that allow sufficient time for teacher verification and submission prior to the TASC due date.
- In signing the *TASC Student Folio Declaration Form*, the student and the school are confirming that the work was submitted by the required date and time and meets [TASC External Assessment Rules](#).
- Even where a school does not endorse a student folio, the folio will still proceed through the standard submission and external marking process but will be flagged as part of the internal review procedure (see declaration form Procedure Details, Item 4.2 and 4.3 below).
- Course providers must have clear policies and procedures that have been communicated to students to ensure that any disputes regarding a school's refusal to endorse the authenticity and academic integrity of externally assessed folios are addressed. Refer to [TASC's Quality Assurance Standards for Providers Standard 5](#).

Academic Integrity

- All students are expected to observe the highest standards of honesty and integrity in the work they submit for assessment.
- TASC provides [academic integrity](#) resources for students including the [TASC Academic Integrity Guide](#). By signing the *TASC Student Folio Declaration Form* students declare that they have read and understood these resources.
- Course providers must ensure that students receive explicit learning regarding academic integrity. Refer to [TASC's Quality Assurance Standards for Providers Standard 3](#).

Declaration Form Procedure Details

1. Teachers access the Form from the relevant [course page](#) on the [TASC website](#), located under the course **Assessment Task Resources** section.
2. The teacher distributes the *TASC Student Folio Declaration Form* to students for completion.
3. The student and the teacher both sign the *TASC Student Folio Declaration Form* to confirm that:
 - the student has read and understood the [TASC Academic Integrity Guide](#)
 - the student declares the folio to be their own work and contains no unacknowledged material.
 - the folio was submitted by the required date and time.

Teacher endorsement of the folio reflects a professional judgement based on the evidence available at the time. It does not determine external marking or quality assurance outcomes.
- 4.1 Where the teacher endorses the folio, the school must archive the *TASC Student Folio Declaration Form* until July of the year following submission.
- 4.2 Where the folio is not endorsed, the school must undertake an internal review process in accordance with its own review and appeal procedures, consistent with [TASC's Quality Assurance Standards for Providers Standard 5](#).
 - Regardless of outcome of the school's review process, the school must still submit the folio for marking and complete the components of the teacher endorsement/non-endorsement in TRACS.
- 4.3 TASC will run a report to identify any folios with endorsement issues. The TASC QA team will undertake a review to determine appropriate next steps for those folios with endorsement issues.
 - TASC will contact the school through the TLO via a *Folio Endorsement Issue* task in TRACS and request additional information relevant to authorship and/or submission timing.
 - TASC will require the school to upload the *TASC Student Folio Declaration Form* once the question of authenticity and/or late submission has been addressed in the internal review.
 - The school must retain in the school's central records system all the documents that were used to verify the student work. TASC may request these documents as part of their investigation procedures.
 - TASC may contact the student, where appropriate. The school's TLO will be notified of this contact via email or phone.
- 4.4 The TASC QA team will consider all available information and provide a recommendation based on the investigation to a TASC-convened Panel.
- 4.5 All communications will be recorded against the *Folio Endorsement Issue* TRACS task.

Panel Considerations and Outcomes

Following the marking process and quality assurance review, a folio that was not originally endorsed may:

- not be subject to any further action, or
- be referred to a TASC-convened Panel for consideration of potential academic integrity breaches.

The Panel will consider:

- the student folio and marking outcomes
- quality assurance findings
- evidence and statements provided by the school, student, teacher and/or Marking Coordinator.

The Panel will determine whether:

- no penalty applies, or
- one or more penalties apply, based on the nature, severity and significance of any established breach.

Possible outcomes if a breach is determined may include:

- partial recognition of results that have been authenticated as the student's own work
- the folio being treated as a non-submission – that is, a 'z' rating for each of the externally assessed criteria
- application of the outcomes to other courses studied by the student
- other outcomes as determined by the TASC Deputy Director in accordance with TASC policy.

Responsibilities

Who	Responsibilities
Teacher	• distribute and collect the completed <i>TASC Student Folio Declaration Form</i> • submit all folios via TRACS – do not include <i>TASC Student Folio Declaration Form</i> with submissions. Provide forms to TASC only if requested. • indicate endorsement or non-endorsement on the Form and provide comments in TRACS where required in the cases of non-endorsement.
School or TLO	• archive the endorsed <i>TASC Student Folio Declaration Forms</i> until July in the following year • maintain records related to verification of authenticity • undertake an internal review of non-endorsed folios, keeping records and documents to share with TASC on request.
TASC Quality Assurance team	• liaise with schools through the TLO • raise a <i>Folio Endorsement Issue</i> TRACS task and request that required evidence is submitted to TASC in a timely manner • review non-endorsed folios and relevant supporting evidence • provide recommendations to a TASC-convened Panel.

The *TASC Student Folio Declaration Form* supports TASC's commitment to academic integrity, fair assessment and transparent quality assurance processes.

Completion of the form and any subsequent review or consideration is evidence-based. The completed form does not, of itself, imply a breach of academic integrity. All determinations are made based on evidence and in accordance with TASC policies and procedures.