

This document 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*.

Term 1	Term 2
<ul style="list-style-type: none"> ❑ Assist the Principal to complete Provider Registration. ❑ Submit the School Scope in TRACS. ❑ Attend the Term 1 <i>TLO training workshop</i>. ❑ Support relevant students with Round 2 exam inspections. ❑ Submit documentation that outlines how your school meets the TASC Standards for Providers. ❑ Ensure teachers access only current course documents. ❑ Help teachers to plan for course delivery and assessment (including course scope and sequence, and assessment matrix). ❑ Work with teachers to check enrolled students meet relevant Access and Work Requirements for each course. ❑ Help teachers to develop assessment tasks (including criteria and standard elements). ❑ Help teachers to develop marking tools to ensure assessment consistency. ❑ 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 academic integrity course requirements, how internal breaches are handled, and how late submission of work is managed. ❑ Submit accurate data for your students and course enrolment details via your sector's processes. ❑ Work with teachers to reflect on their previous year's Internal vs External Rating Differences reports. 	<ul style="list-style-type: none"> ❑ Attend the online Term 2 <i>TLO and Principal Forum</i>. ❑ Encourage relevant teachers to apply to be a marker of TASC external assessments. ❑ Coordinate the completion of the TASC Student Declarations for relevant students. ❑ Ensure unexplained absences are appropriately managed and students with prolonged absences are supported to catch up with their learning. Further options might include TASC-accredited short courses (5 TCE credit points) or one or more DECYP Applied Capability Qualifications (ACQs). ❑ Support teachers with internal moderation processes (including attending any statewide Moderation Day sessions), ensuring all course standards are consistently applied to maintain the reliability and comparability of assessments. ❑ Monitor the development of externally assessed folios to ensure teachers have sufficient knowledge of each student's work and 'voice' as the basis for verifying folio authenticity. ❑ Complete TCEA applications by the due date (if required). ❑ Support the reasonable adjustments application process (if required) and ensure provisions that have been applied for are being delivered in classes. ❑ Verify your school's attainment and direct continuation data before publication.
Term 3	Term 4
<ul style="list-style-type: none"> ❑ Attend the online Term 3 <i>TLO and Principal Forum</i>. ❑ Ensure student course movements are dealt with correctly and make enrolment changes in TRACS before the closing dates, noting that Level 3 and 4 courses have an earlier closing date. ❑ Check TCE attainment progress data to ensure students are on track for the TCE. ❑ Plan for and participate in quality assurance activities. ❑ Complete and submit TCEA descriptive texts by the due date (for previously accepted applications only). ❑ Attend the online Term 3 <i>TLO and Principal Forum</i> specifically focussed on the external written exam timetable. ❑ Support the reasonable adjustments application process for Personal Circumstances. ❑ Confirm TASC-approved reasonable adjustments with students closer to exams and ensure exam arrangements align with the approved adjustments. 	<ul style="list-style-type: none"> ❑ Attend the online Term 4 <i>TLO and Principal Forum</i>. ❑ Distribute Notice of Enrolment (NoE) and Student Exam Guides. ❑ Submit nominations for the TASC Outstanding Achievement in VET Award. ❑ Complete any reviews of the academic integrity of externally assessed folios before submission to TASC. ❑ Coordinate the process for teachers to provide students with their final internal ratings for sign off prior to submission via TRACS. ❑ Coordinate any student review requests of internal ratings in a fair and just manner. Ensure accurate records of the process are kept and stored securely. ❑ Report all final internal ratings to TASC and complete verification before the due dates. ❑ Support students to undertake external assessments. ❑ Support the Supervisor Coordinator if school is an Exam Centre. ❑ Support students on Resulting Day in December if there are issues with missing results and direct them to the TASC FAQs. ❑ Support students, where relevant, to submit a Results Query and/or apply for inspections of exam materials.

Year-Round Focus

- ❑ Carefully read the fortnightly [TASC Update](#) and action any relevant items, including sharing key information with teachers and school leadership staff.
- ❑ Ensure accurate and up-to-date records of student enrolment details are kept in TRACS.
- ❑ Ensure each teacher keeps lesson-by-lesson attendance records.
- ❑ Ensure teachers are compliant with the requirements of courses (including specific work requirements and course content).
- ❑ Oversee student movement between courses.
- ❑ Help teachers keep complete and up-to-date assessment records for each course on the school's centralised systems, including an articulated final internal assessment methodology/ teacher rationale that indicates how judgements are made for each criterion.
- ❑ Register students for the online TCE Everyday Adult Standards test windows.
- ❑ Monitor completion of TASC [Student Declarations](#).

