

What are a school's responsibilities for reporting final internal ratings to TASC?

Frequently Asked Questions

Purpose

To explain what schools and teachers must do when reporting final internal ratings to TASC. It outlines the process and clarifies responsibilities, record-keeping, timelines, and continuous improvement expectations.

Commonly asked questions

How are internal ratings finalised?

Each year in Term 4, schools complete a two-stage process to finalise internal student ratings:

1. Submission of internal ratings
2. Verification of internal ratings

Key dates are published in the [TASC Key Dates](#)

What are my responsibilities in submitting internal ratings?

Teachers submit final internal ratings to TASC which must be:

- accurate and reflect student achievement against each course criterion
- known and acknowledged by the student before submission
- rigorous and error-free, supported by internal checks
- submitted by the due date via the correct system
 - TRACS for Catholic/Independent schools
 - SARIS for DECYP schools.

TLOs/school leaders must:

- run 'Missing Internal Ratings' reports in TRACS to identify incomplete submissions before the deadline
- support staff with data-entry and quality-control checks.

What are my responsibilities for verification of results?

After submissions close, TASC opens a verification window so schools can confirm that uploaded ratings are accurate.

TLOs/school leaders must:

- run "Rating Verification" reports in TRACS and distribute to teachers with instructions and an internal due date
- keep a full record of annotated Rating Verification reports in a central, secure system.

Teachers must:

- check the verification report carefully against their assessment records
- make any corrections in the system (SARIS or TRACS as relevant)
- sign and date the report
- return the report to the TLO.

What happens if I notice an error and verification has closed?

After verification closes, if an error is identified, the school (through the TLO) must:

- lodge an 'Internal Rating Error' task in TRACS
- provide the student's assessment record, the teacher's rationale, the student's signed Final Internal Ratings Report, an explanation of how the error occurred, why the check missed it, and intended future actions to prevent reoccurrence.

Alignment to [Standards for Providers](#)

- **Standard 2 – Assessment Validity and Reliability:** ensuring accurate submission of final ratings
- **Standard 6 – Governance and Compliance:** ensuring accurate, timely reporting via TRACS/SARIS and clear role accountabilities
- **Standard 7 – Continuous Improvement:** ensuring analysis of errors to refine processes and prevent recurrence in future cycles

Where to get more information

See [Final internal rating submission and verification - TASC](#) on the TASC website.

[TASC Key Dates](#) for submission and verification timelines.

Your TLO can contact TASC through TRACS for support or clarification.