

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

Frequently Asked Questions

Purpose

To explain what schools and teachers must do when providing final internal ratings to students. This outlines requirements for communication, timelines, and review rights so that schools meet the expectations of the *Standards for Providers*.

Commonly asked questions

- **What information must be included when reporting internal ratings to students?**

The documentation provided to students of their final internal ratings must include:

- course title, course name and level
- student name
- date information is provided to the student
- titles of the course criteria
- award requirements for the course
- final internal ratings for each criterion
- a clear statement advising students of the school's process for requesting a review
- space for the student and teacher to sign.

Note: the student must also have viewed or be able to access their achievement against course criteria from the internal assessment program for the course.

- **Why must students sign for their ratings?**

Signing acknowledges that students have received their ratings and have been informed of the review process.

This is important for transparency and fairness. If students are not available to sign, then document this information has been communicated to them on the same timeline. This could be by email, letter or phone call.

- **When do students need to receive their ratings?**

Students must receive their internal ratings early enough for the school's review or appeal process to occur prior to submission of final internal ratings to TASC. If requested, students

must have a reasonable opportunity to appeal and have a review take place before resulting.

- **What do schools need to tell students about the review process?**

Schools must clearly explain:

- how a student can appeal their internal results or ratings
- timeframes or deadlines for the review
- who the request should be submitted to
- what evidence may be considered.

This supports students to act promptly and ensures the school meets its obligations for fair and transparent assessment processes.

- **What records must the school keep?**

Schools must retain:

- signed copies of student final internal ratings reports
- documentation relating to any rating reviews or outcomes.

Alignment to [Standards for Providers](#)

- **Standard 2 – Assessment Validity and Reliability:** ensuring students receive accurate information about their achievement against course criteria
- **Standard 5 – Assessment Review and Appeal:** ensuring students understand their right to request a review and have adequate time to act
- **Standard 6 – Governance and Compliance:** ensuring reporting processes are timely, documented, and follow required procedures

Where to get more information

Refer to the [Standards for Providers](#) for expectations relating to assessment, review processes and reporting.

[TASC Key Dates](#) for final internal ratings submission to TASC and verification timelines.

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