

What are the requirements for an assessment matrix or record?

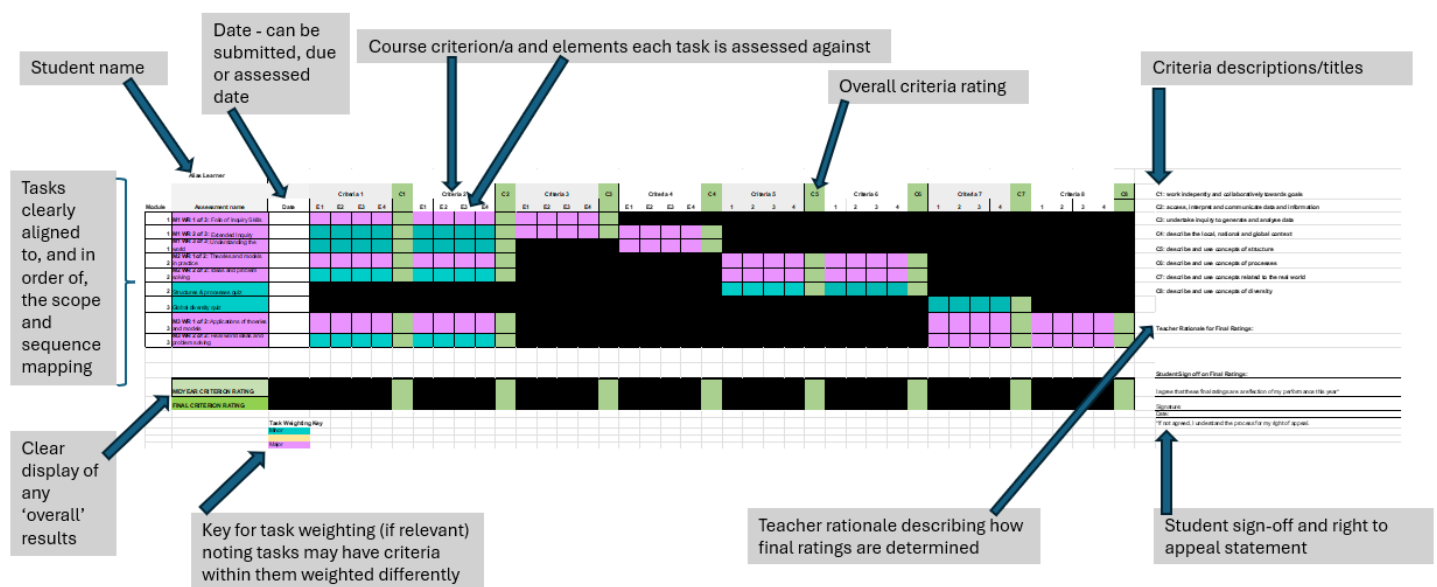
Frequently Asked Questions

Purpose

To explain what schools and teachers must include in their assessment records and how these records support accurate, fair and transparent final internal assessment judgements.

What must an assessment matrix or record include?

The key features that must be included in an assessment matrix or record are shown below:



Additionally, assessment records must be:

- backed up in a centralised school system accessible to relevant staff
- retained so they remain available during staff leave or changes.

Also note that while clear mapping of the criteria and standard elements assessed is required in a matrix, it is not required to record individual ratings for each element in a mark book. You must record overall criterion level achievement against each criterion assessed for each task.

Alignment to [Standards for Providers](#)

High-quality assessment records support:

- Standard 2 – Assessment Validity and Reliability:** ensuring accurate recording of evidence and judgements
- Standard 5 – Assessment Review and Appeal:** ensuring clear evidence for review purposes
- Standard 6 – Governance and Compliance:** ensuring secure, accessible, centralised record-keeping

Where to get more information

Refer to [Quality assurance - TASC](#) for further information and resources. There is more detailed information provided in the [Professional Learning](#) resources for teachers new to TASC.

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