

How to...

Mark Folios in TRACS

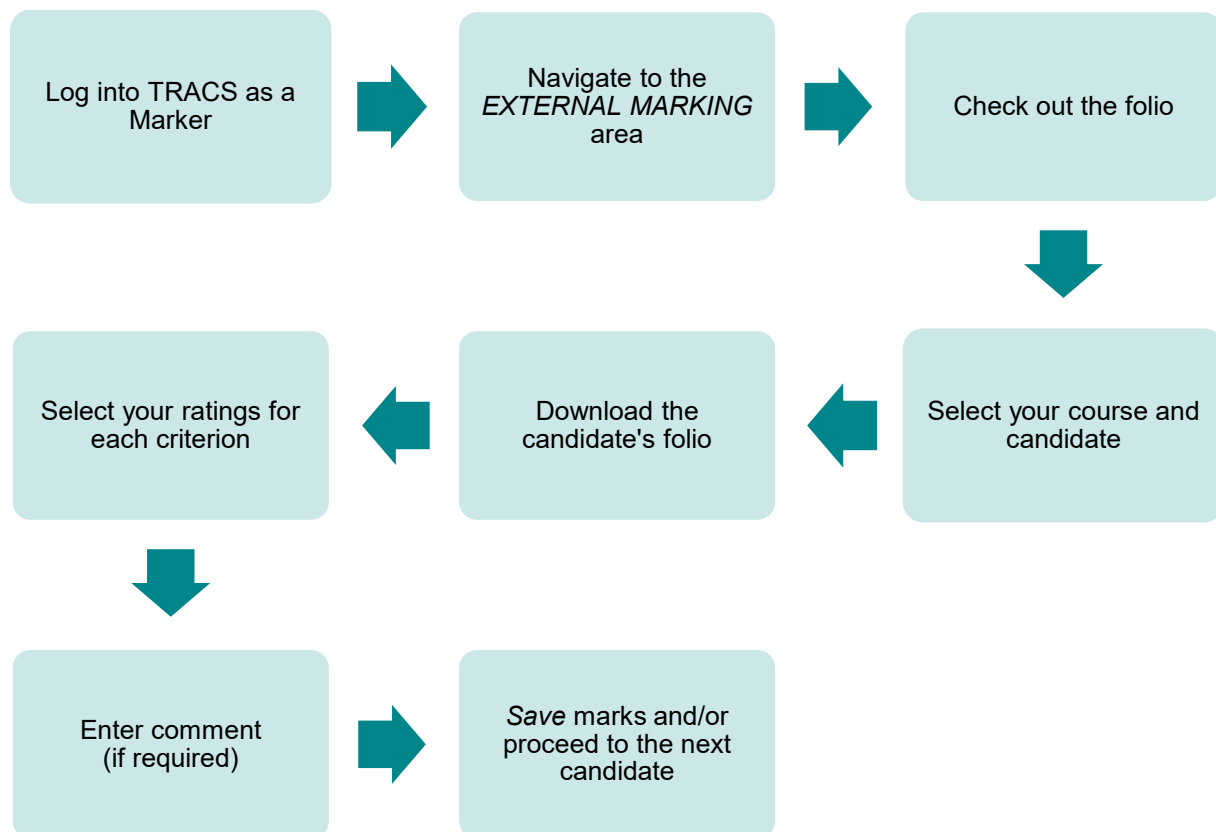
This guide is for:

- Markers of courses with folios as the external assessment.

IMPORTANT:

- **20-minute timeouts** – to help ensure the security of student and assessment data, TRACS will time out after 20 minutes if there has been no activity. It may be worthwhile checking out and downloading a number of folios, then returning to TRACS to enter the marks for all the folios at once. Please ensure you do not retain copies of folios once you have entered marks.
- **Multi-factor authentication** – markers with a DECYP login may be required to occasionally authenticate their login session using Microsoft's Authenticator mobile app. This is a security measure that should be familiar to current DECYP employees.
- **'D' vs 't' ratings** – TRACS displays criterion ratings for D-, D and D+. Note that these are considered equivalent to t-, t and t+ criterion ratings.

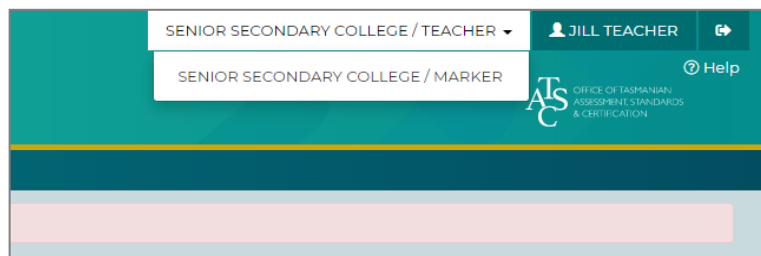
Quick version



Detailed version

1. Log into TRACS as a Marker

- a. Navigate to TRACS by visiting <https://tracs.tasc.tas.gov.au/> and logging in using your credentials.
 - If you have a TRACS login associated with your current school, login using those credentials and then select the Marker role.
 - Markers that are not currently teaching (i.e. do not have a TRACS login through their school) will be supplied with a username and password at the Marker Training meeting. Usernames are typically in the following format:
 - [yourfirstname].[yourfamilyname]@decyp.tasc.gov.au
- b. Once logged in, click the dropdown in the top-right and select **MARKER**



2. Navigate to the External Marking Area

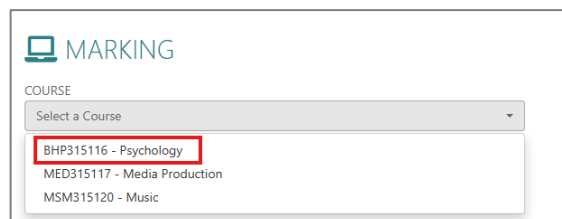
Hover over the **ASSESSMENT** tab and click on **EXTERNAL MARKING**.



3. Select your Course and Candidate

- a. Once on the **MARKING** page, click the **COURSE** dropdown to select the course you will be entering marks for.

Note: If you are only marking for a single course, you will only see that course in the list, and it will be pre-selected for you.



- b. If the course you are marking has multiple assessments and you are marking for more than one, you will also see an *ASSESSMENT* dropdown. Click on the dropdown and select the folio assessment item from the list.

Note: If the course you are marking only has one assessment type, or you are only marking one, you can skip this step.

The screenshot shows the 'MARKING - PSYCHOLOGY' interface. On the left, the 'COURSE' dropdown is set to 'BHP315116 - Psychology'. On the right, the 'ASSESSMENT' dropdown is open, showing two options: 'Written Exam - Written' and 'Investigation Project - Folio/Multiple'. The 'Investigation Project - Folio/Multiple' option is highlighted with a red box.

- c. Once the course and assessment type is selected, you will see a *CANDIDATE* dropdown list. Click on the list and find the student you wish to enter marks for.

The screenshot shows the 'MARKING - PSYCHOLOGY (FOLIO/MULTIPLE)' interface. The 'COURSE' dropdown is set to 'BHP315116 - Psychology'. The 'ASSESSMENT' dropdown is set to 'Investigation Project - Folio/Multiple'. The 'CANDIDATE' dropdown is open, showing a list of candidates. The 'Select a Candidate' option is highlighted with a red box. Below the dropdown, there is a text field and a list of candidates: '1/1 24H12345 Unmarked' and '1/2 12A09876 Unmarked'.

If there is a large number of students in the course, you can type the candidate number or TASC ID into the text field above the list of students

The screenshot shows the 'CANDIDATE' dropdown menu. The 'Select a Candidate' option is highlighted with a red box. Below the dropdown, there is a text field containing '1/1' and a list of candidates: '1/1 24H12345 Unmarked'.

- d. Click on the student you will be entering marks for.

The screenshot shows the 'CANDIDATE' dropdown menu. The 'Select a Candidate' option is highlighted with a red box. Below the dropdown, there is a text field and a list of candidates: '1/1 24H12345 Unmarked' and '1/2 12A09876 Unmarked'. The '1/2 12A09876 Unmarked' option is highlighted with a red box.

4. Check Out the Folio

- a. Once you have selected a student, a new area will appear containing the folio file, assessment criteria, a comments area. Next to the candidate dropdown, you will now see a *Checkout* button. You will need to click this to unlock the ratings fields so you can select ratings.

CANDIDATE			
1/2 12A09876	Unmarked		Checkout

- b. Once checked out, you will see the status change to *Checked Out*.

CANDIDATE			
1/2 12A09876	Checked Out	Last Updated: 23/09/2026 9:30:40 AM	Release

5. Download the Candidate's Folio

Once the folio has been checked out, you will be able to view the folio document. To view the folio, select the button below *VIEW/DOWNLOAD* and review the candidates work. A new tab will open containing the folio item. Close that tab when you have finished viewing and **please do not save a copy of the folio item**.

FOLIO(S)	VIEW/DOWNLOAD
12A09876	

6. Select Ratings for Each Criterion

- a. Once you have determined the candidate's ratings, select the correct rating for each criterion by clicking on the relevant rating below each criterion. Criteria numbers and descriptions can be viewed above each of the rating selection areas.

CRITERION 1 : ANALYSE THEORIES ABOUT INDIVIDUAL DIFFERENCES												
C+												
CRITERION 6 : USE ETHICAL PSYCHOLOGICAL RESEARCH METHODS												
A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	z
CRITERION 8 : COMMUNICATE PSYCHOLOGICAL IDEAS, INFORMATION, OPINIONS, ARGUMENTS AND CONCLUSIONS												
A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	z

- b. Once the rating has been selected, it will turn green and all other ratings will disappear. If you select the incorrect rating, you can reselect it by clicking on the green rating box, which will expand the options again and you can select the correct rating.

CRITERION 1 : ANALYSE THEORIES ABOUT INDIVIDUAL DIFFERENCES
C+
CRITERION 6 : USE ETHICAL PSYCHOLOGICAL RESEARCH METHODS
B-
CRITERION 8 : COMMUNICATE PSYCHOLOGICAL IDEAS, INFORMATION, OPINIONS, ARGUMENTS AND CONCLUSIONS
A+ A A- B+ B B- C+ C C- D+ D D- z

- c. Once all ratings have been selected, if you wish to include any comments about the folio, you can enter these in the text field below *ASSESSMENT COMMENT*.

B-

Use results of 'A','B','C' or 'D'. Use 'Z' to denote that the candidate did not present. Examine A result of D (including D+ and D-) MUST be annotated with reasons.

☐ CHECK THIS BOX IF YOU WISH TO RAISE A POTENTIAL BREACH (COMMENT MUST BE ENTERED)

ASSESSMENT COMMENT

- d. If you wish to raise a potential breach (for academic integrity concerns), check the box above the comments. When this is selected, a comment must be entered to outline the reason for a potential breach.

☒ CHECK THIS BOX IF YOU WISH TO RAISE A POTENTIAL BREACH (COMMENT MUST BE ENTERED)

ASSESSMENT COMMENT

This student did not include references within their folio and included sections which were similar or the same as another student. It is suspected that this student did not complete the work on their own and worked with or copied work from another student.

- e. Once all criterion ratings and comments (if relevant) have been entered, select the **Save** button to remain on the screen or **Save & Proceed** to move to the next student. You do not need to *Release* the folio, as saving will change the status to *Completed*.

EN (COMMENT MUST BE ENTERED)

cluded sections which were similar or the same as another student. It is suspected that this student did not complete another student.

« Previous **Save** **Save & Proceed** Next »

7. Check Marking Progress

- a. To see which folios you have marked, go back to the dropdown list of folios and you will see which are *Completed*, *Checked Out* and which are *Unmarked*.

1/1 24H12345	Checked Out	Last Updated: 23/09/2026 9:47:03 AM
1/2 12A09876	Completed	Last Updated: 23/09/2026 9:46:25 AM
1/3 24K19289	Unmarked	
1/4 26W00112	Unmarked	

- b. The number of completed folios is also shown at the top-right.

MARKING - PSYCHOLOGY (FOLIO/MULTIPLE)

Checked Out : 1 | In Progress: 0 | Completed : 1

COURSE: BHP315116 - Psychology

ASSESSMENT: Investigation Project - Folio/Multiple