

TASC External Assessment Rules

These Rules ensure external assessments are fair for all students and that everyone can demonstrate what they know and can do under consistent assessment conditions.

All students undertaking TASC external assessments must follow these Rules.

These Rules apply to all external assessments coordinated by TASC, including:

- written exams
- folio assessments (including investigative and other externally assessed project work)
- practical assessments (including performance, presentations, displays and exhibitions)
- oral assessments
- nationally or interstate assessed language assessments.

Failure to comply with the Rules may result in action being taken by TASC, see the consequences for breaches in the Rules.

1 – RULES FOR ALL EXTERNAL ASSESSMENTS

1.1 Academic Integrity

1.1.1 You must not compromise the academic integrity of any type of TASC-coordinated external assessment, including cheating or assisting another student to cheat or taking any action that gives or attempts to give you or another student an unfair advantage.

1.1.2 You must not:

- communicate with, collude with, obtain assistance from, or provide assistance to another student
- through lack of care, allow another student to copy or otherwise use your work or materials
- obtain unauthorised assistance from another person
- use any materials, technology or information in a dishonest or unauthorised way, including use of artificial intelligence (AI), automated tools or other technology in a way that is not permitted for the external assessment
- submit work that is not your own
- act dishonestly or conspire to do so.

1.2 Behaviour and Conduct

1.2.1 You must behave appropriately at all times and treat Exam Supervisors, Markers, fellow students and school staff with the same courtesy and respect as expected in school activities.

1.2.2 You must not cause any interference or damage to any school, student or personal property, assessment materials or equipment.

1.2.3 You must follow all instructions or directions given by an Exam Supervisor, Marker or authorised TASC staff member.

1.2.4 You must not communicate with an Exam Supervisor or Marker about the conduct or result of an external assessment before or after the assessment, unless the communication is necessary for the conduct of the assessment. Any concerns regarding the conduct or outcome of an external assessment must be directed to the Deputy Director, TASC.

1.2.5 You must not write, draw or present any objectionable, offensive or distasteful material in any external assessment response or material, nor write letters or notes to Exam Supervisors or Markers.

1.2.6 You must not present for a TASC external assessment under the influence of intoxicating substances.

1.2.7 You must provide reasonable assistance to TASC in the investigation of any alleged breach of these Rules.

1.3 Identity and Attendance

1.3.1 You must present valid identification or documentation as required by TASC to attend an external assessment.

1.3.2 Attending scheduled external assessments at the correct date, time and location is your responsibility. TASC will not make allowances for attendance issues caused by misreading timetables or assessment schedules.

1.3.3 You must not allow another person to undertake an external assessment in your place, nor undertake an external assessment in another student's place.

1.4 External Assessment Venue Requirements

1.4.1 You must only bring materials, equipment, clothing and other items that are approved or required for the external assessment.

1.4.2 You must not bring or use any unauthorised material, equipment or other item during an external assessment.

1.4.3 Exam Supervisors, Markers or authorised TASC staff may inspect any material, equipment or other item brought into an external assessment venue where reasonably necessary to ensure compliance with these Rules.

Students must comply with any reasonable request to present items for inspection.

1.4.4 Possession of an unauthorised item may constitute a breach of these Rules regardless of whether the item was used.

1.4.5 You must not share materials or equipment during an external assessment unless expressly authorised.

1.4.6 If clothing provides the potential for concealment, Exam Supervisors or Markers may require students to:

- wear hoods down so they do not cover the head
- remove bulky outer clothing, such as jackets or jumpers
- empty pockets
- display or allow inspection of any items brought into the assessment venue where reasonably necessary to ensure compliance with these Rules. Any inspection will be conducted respectfully and with regard to privacy.

1.4.7 Jackets, jumpers, bags and personal belongings must be placed in the location directed by the Exam Supervisor or Marker. These items must not remain on chairs, desks or on a student's person unless approved as part of a reasonable adjustment.

1.4.8 Exam Supervisors or Markers may inspect any material brought into an external assessment venue and will instruct students where to place unauthorised items. They are not responsible for these items. Students must comply with any reasonable request to present items for inspection.

1.4.9 You must not access notes, unauthorised materials or electronic devices, or communicate with others, during authorised breaks or supervised absences from the assessment venue.

Consequences for breaching General Assessment Rules may include:

- a formal warning
- removal from the assessment venue with no further completion time
- confiscation of unauthorised items pending investigation
- cancellation of assessment results
- cancellation of course results
- cancellation of all TASC results for that year, for both internally and externally assessed courses
- a cap on the maximum rating achievable for the external assessment.

TASC may refer suspected unlawful conduct to Tasmania Police or another appropriate authority.

2 – WRITTEN ASSESSMENT RULES

2.1 Admission to the Exam Room

2.1.1 You must show a valid Notice of External Assessment to the Exam Supervisor to be admitted to the exam room.

2.1.2 If you attend without a valid Notice of External Assessment, you will only be admitted after the TASC Liaison Officer or Principal of your school has confirmed your identity to the Exam Supervisor.

2.2 Exam Room Conduct

2.2.1 You must follow all instructions or directions given by an Exam Supervisor.

Instructions and directions may include, but are not limited to:

- allocated seating
- commencement of writing, marking or using approved equipment (including calculators)
- conclusion of writing or marking on response material in any way
- immediately stopping writing or marking when instructed
- use of a calculator
- placement of bags, clothing or materials within the exam room
- stopping any behaviour which may cause nuisance, annoyance or interference to another student.

2.2.2 You must raise your hand if you wish to communicate with an Exam Supervisor in the exam room.

2.2.3 At the conclusion of the assessment, you must remain silent and remain seated until instructed otherwise by an Exam Supervisor.

2.2.4 You must only bring or use materials and equipment permitted under **Schedule 1 – Permitted Materials for Written Assessments** or otherwise approved by TASC.

2.2.5 Hats, caps, beanies or other head coverings are not permitted unless:

- approved by TASC as part of a reasonable adjustment (including medical reasons); or
- worn for religious or cultural reasons

2.2.6 If clothing provides the potential to conceal unauthorised materials or devices, an Exam Supervisor may require you to:

- wear hoods down so they do not cover your head
- remove bulky outer clothing, such as jackets or jumpers
- empty your pockets
- display or allow inspection of items brought into the exam room where reasonably necessary to ensure compliance with these Rules.

Any inspection will be conducted respectfully and with regard to your privacy.

2.2.7 Jackets, jumpers, bags and personal belongings must be placed in the location directed by the Exam Supervisor. These items must not remain on chairs, desks or on your person unless approved as part of a reasonable adjustment.

2.2.8 Exam Supervisors may inspect any material or equipment brought into the exam room and will instruct you where to place unauthorised items. They are not responsible for these items. You must comply with any reasonable request to present items for inspection.

2.2.9 You must not access notes, unauthorised materials or electronic devices, or communicate with others, during authorised breaks or supervised absences from the exam room.

2.3 Leaving the Exam Room

2.3.1 You are not to leave the exam room before the end of the first hour of the scheduled writing time unless authorised and supervised by an Exam Supervisor for approved purposes.

2.3.2 You are not to leave the exam room in the last half hour of the scheduled writing time.

2.3.3 You must not remove any exam paper or response material, used or unused, from the exam room.

2.4 Access to the Exam Room

2.4.1 During the scheduled time of an exam, no person unauthorised by TASC (including a teacher or parent) may:

- enter an exam room
- communicate with a student
- look at or remove any exam paper or response material.

2.5 Late Attendance

2.5.1 If you arrive within one hour of the commencement of scheduled writing time, you will be admitted to the exam room. No additional writing time will be permitted.

2.5.2 If you arrive more than one hour after the commencement of scheduled writing time, you will only be admitted under the following circumstances:

- the TASC Liaison Officer or Principal of your school recommends your admission
- you acknowledge that your response materials may not be accepted by TASC and agree to complete the supplied statutory declaration
- appropriate arrangements can be made to allow entry without disruption to other students
- you complete the required Late Attendance Statutory Declaration Form following the assessment.
 - The declaration must confirm:

- the reason for being late
- the time of admittance
- that you had not seen or read the assessment materials before admittance
- that you had not received information about the assessment before admittance
- that you understand your response materials may not be accepted by TASC.

2.6 Illness or Emergencies

2.6.1 If you cannot attend a written assessment or must leave early due to illness, emergency or other personal circumstances, refer to the information regarding Derived Exam Ratings on the TASC website.

Consequences for breaching Written Assessment Rules may include:

- a formal warning
- no admittance into the exam room
- removal from the exam room with no further completion time
- confiscation of unauthorised items pending investigation
- cancellation of written assessment results
- cancellation of course results
- cancellation of all TASC results for the year.

TASC may refer suspected unlawful conduct to Tasmania Police or another appropriate authority.

3 – FOLIO ASSESSMENT RULES

3.1 All externally assessed folio assessments and other project work will be assessed in accordance with the subject specific guidelines published by TASC.

3.2 Authenticity of Work

3.2.1 Any materials submitted for external assessment must, except where the source of information, images, ideas or words is explicitly acknowledged, be the student's own work.

3.2.2 Where AI or other automated tools are used in the development of a folio or project, their use must comply with the requirements of the course and be appropriately acknowledged where required.

3.3 Submission Requirements

3.3.1 A folio assessment will only be accepted if:

- the class teacher verifies the authenticity of the student's work
- the Folio Declaration Form is completed by both the student and the class teacher acting on behalf of the course provider
- the Folio Declaration Form is retained by the school
- the class teacher confirms that the folio was received at the designated collection centre on or before the published submission date (no later than 5:00pm), unless TASC has approved an extension.

3.3.2 For externally assessed folios, schools must ensure student folios are submitted to TASC by the published TASC submission date.

Consequences for breaching Folio Assessment Rules may include:

- a requirement to prove authenticity of submitted work
- a requirement to verify submission dates and times
- disregarding unacknowledged material during marking
- cancellation of folio assessment results
- cancellation of course results
- cancellation of all TASC results for the year
- a cap on the maximum rating achievable for the external assessment.

TASC may refer suspected unlawful conduct to Tasmania Police or another appropriate authority.

4 – PRACTICAL ASSESSMENT RULES

4.1 You must comply with all instructions provided by Exam Supervisors, Markers or authorised TASC staff during practical assessments.

4.1.1 You must not engage in conduct that disrupts or interferes with the practical assessment of another student.

4.1.2 You must only use materials, equipment, clothing, costumes, props and other items that are approved or required for the practical assessment.

4.1.3 You must comply with any inspection of materials, equipment, clothing, costumes, props and other items reasonably required by an Exam Supervisor, Marker or authorised TASC staff member to ensure compliance with these Rules.

4.1.4 You must not communicate with other students in a way that may provide an unfair advantage during a practical assessment.

4.1.5 You must not make unauthorised recordings, photographs or transmissions during a practical assessment.

4.1.6 You must comply with any safety requirements or directions relevant to the practical assessment.

Consequences for breaching Practical Assessment Rules may include:

- a formal warning
- removal from the assessment venue
- cancellation of practical assessment results
- cancellation of course results
- cancellation of all TASC results for the year.

TASC may refer suspected unlawful conduct to Tasmania Police or another appropriate authority.

5 – ORAL ASSESSMENT RULES

5.1 You must comply with all instructions provided by Exam Supervisors, Markers or authorised TASC staff during oral assessments.

5.1.1 You must not engage in conduct that disrupts or interferes with the oral assessment of another student.

5.1.2 You must only use materials, equipment, notes, presentation aids or other items that are approved or required for the oral assessment.

5.1.3 You must comply with any inspection of materials, equipment, notes, presentation aids or other items reasonably required by an Exam Supervisor, Marker or authorised TASC staff member to ensure compliance with these Rules.

5.1.4 You must not communicate with other students in a way that may provide an unfair advantage during an oral assessment.

5.1.5 You must not make unauthorised recordings, photographs or transmissions during an oral assessment.

5.1.6 You must comply with any direction relating to the conduct and timing of the oral assessment.

Consequences for breaching Oral Assessment Rules may include:

- a formal warning
- removal from the assessment venue
- cancellation of oral assessment results
- cancellation of course results
- cancellation of all TASC results for the year.

TASC may refer suspected unlawful conduct to Tasmania Police or another appropriate authority.

SCHEDULE 1 – PERMITTED MATERIALS FOR WRITTEN ASSESSMENTS

Students may only bring or use materials and equipment listed in this Schedule or otherwise approved by TASC for the assessment. Any other materials or equipment are prohibited.

1.1 Equipment

Writing Equipment

Writing equipment must be carried in a clear sealable plastic bag or clear pencil case:

- black or blue pens (erasable pens are not recommended)
- 2B pencils
- sharpener
- eraser
- highlighters
- clear plastic ruler
- correction pens, correction tape and correction fluid are **not permitted**.

Watches

- basic analogue watches only
- watches must not be smart, programmable or computerised
- watches must be placed where clearly visible to an Exam Supervisor.

Dictionaries

- standard English dictionary/thesaurus
- English to other language dictionary/thesaurus
- other language to English dictionary/thesaurus where permitted for the assessment.

Medication

- approved medication such as asthma inhalers.

Water

- clear plastic water bottle only
- maximum capacity of 1500mL
- bottles must not be refilled during an assessment.

Food

- food is **not permitted** unless approved by TASC as part of a reasonable adjustment.

1.2 Calculators

TASC-approved calculators may only be used where permitted for the assessment.

General conditions for calculator use:

- calculators must be handled and operate silently
- calculators must use a self-contained power source
- all wireless and Bluetooth functionality must be disabled

- calculators must not contain stored documents or solutions that allow entering a question and receiving a complete worked answer
- calculators must not be borrowed or shared
- removable covers and instruction booklets/manuals are not permitted
- students are responsible for ensuring calculators are in working order before the assessment.

Consequences for breaching Permitted Materials for Written Assessment Rules may include:

- a formal warning
- confiscation of unauthorised items pending investigation
- removal from the exam room
- cancellation of written assessment results
- cancellation of all TASC results for the year.

TASC may refer suspected unlawful conduct to Tasmania Police or another appropriate authority.

SCHEDULE 2 – APPEALS

2.1 The Conduct Review Committee will provide advice to the Deputy Director regarding suspected breaches of the External Assessment Rules and recommend any penalties where appropriate.

The Committee will:

- review each case on its merits and evidence
- ensure procedural fairness and equity
- determine whether a breach occurred
- recommend appropriate penalties.

2.2 Students have the right to appeal a penalty on the grounds that:

- a breach did not occur
- the procedures used to determine the alleged breach were not followed appropriately.

Appeals must be lodged with TASC within five (5) calendar days of the penalty notification being issued.

2.3 Where a student requires additional time to prepare evidence for consideration by the Conduct Review Committee, the student may request that the Deputy Director withhold results until:

- evidence can be provided
- a further meeting can occur
- a final decision is made.

2.4 The Deputy Director may determine that an alleged breach requires consideration by the Conduct Review Committee, which will determine any appropriate penalty if required.