

How to...

Submit Student Folios

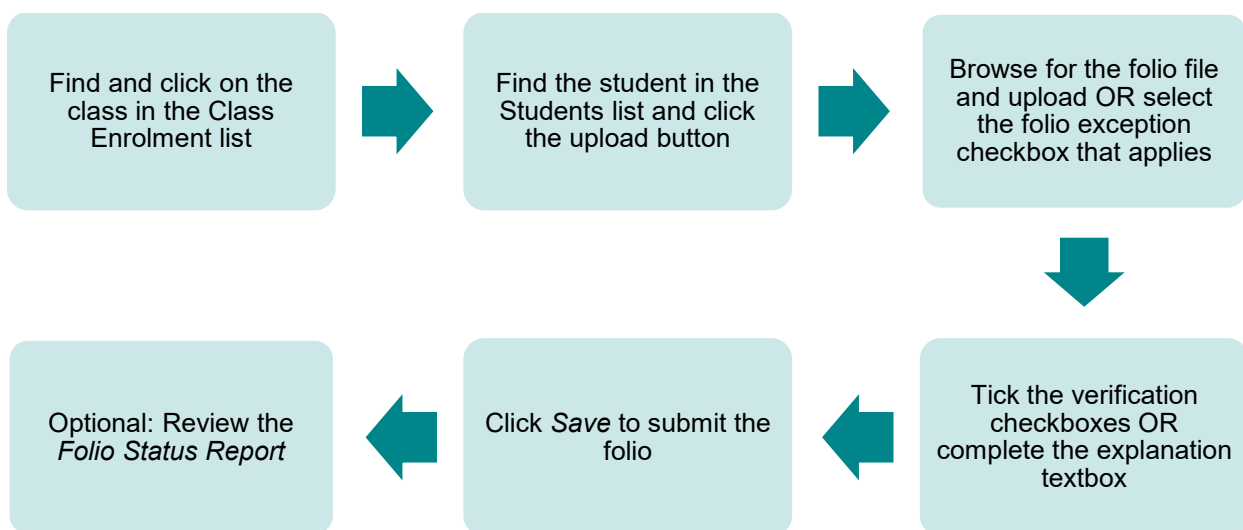
This guide is for:

- Teachers of courses with folios as the external assessment.

IMPORTANT:

- A list of courses which include a folio component can be found in the *How each course submits folios to TASC* guide under *TRACS – External Assessment Resources* on the [TRACS Resources](#) webpage.
- If the folio contains multiple files, it must be zipped to ensure TRACS accepts the file.
- The title of the folio file or zip file **must** begin with the student's TASC ID. The student's name, their school or their teacher **must not** be identified in the student's folio or in the folio file name.
- Teachers must select *NON-ELECTRONIC FOLIO SUBMISSION* if the course does not require a folio to be uploaded to TRACS. See *How each course submits folios to TASC* guide under *TRACS – External Assessment Resources* on the [TRACS Resources](#) webpage for submission requirements.
- Schools must upload each student's folio **even if the school is unable to endorse** the submitted work is the student's own work or if they did not submit their work by the due date to the teacher.
- In the event of an unendorsed folio, TASC will contact the school to start a verification and review process.
- Deadlines for submission of externally assessed folios vary between courses. See the [Externally Assessed Folios](#) webpage for more information.
- If a teacher is unable to meet the deadline, speak with the school's TASC Liaison Officer (TLO) who will contact TASC as soon as possible.

Quick version

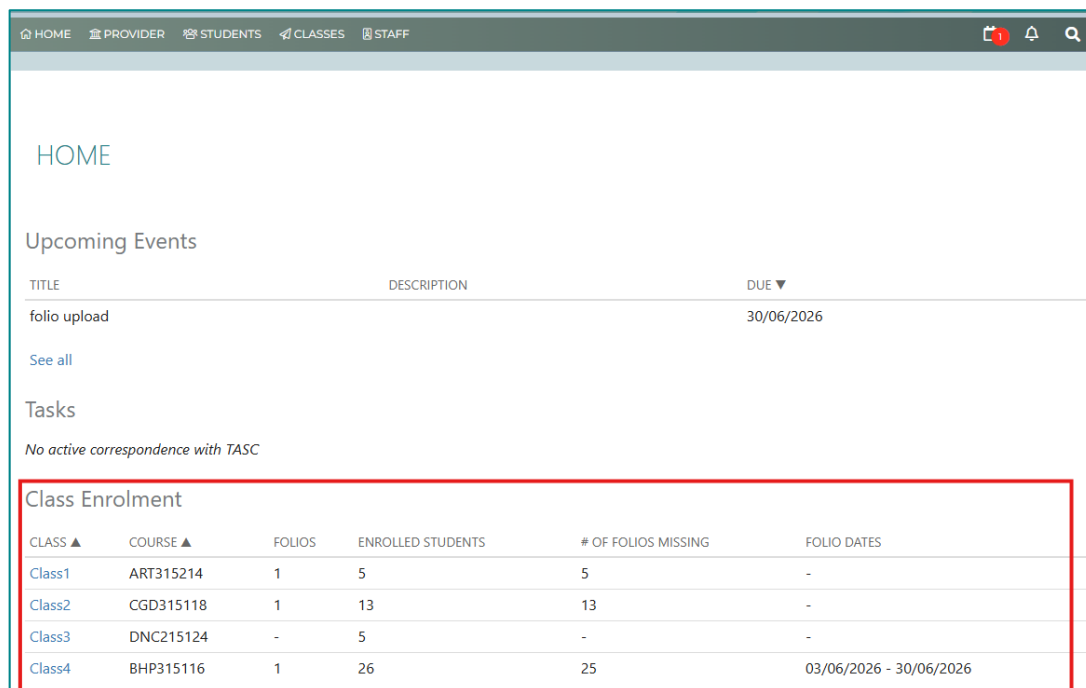


Detailed version

1. Find the class

There are two locations in TRACS where you can access your classes:

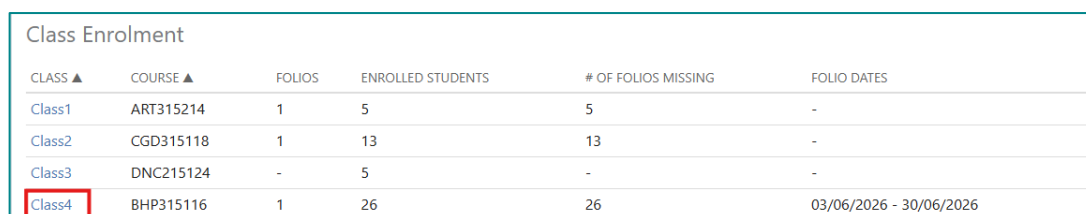
- On the TRACS homepage, you should see *Upcoming Events*, *Tasks* and *Class Enrolment*.
 - Find the *Class Enrolment* section to view all your classes.



The screenshot shows the TRACS homepage with a navigation bar at the top containing links for HOME, PROVIDER, STUDENTS, CLASSES, and STAFF. The main content area includes sections for Upcoming Events, Tasks, and Class Enrolment. The Class Enrolment section is highlighted with a red box and contains a table with the following data:

CLASS ▲	COURSE ▲	FOLIOS	ENROLLED STUDENTS	# OF FOLIOS MISSING	FOLIO DATES
Class1	ART315214	1	5	5	-
Class2	CGD315118	1	13	13	-
Class3	DNC215124	-	5	-	-
Class4	BHP315116	1	26	25	03/06/2026 - 30/06/2026

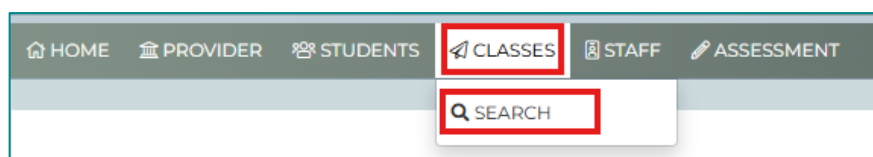
- Click on the class name to open the *Class* page.



This is a close-up of the Class Enrolment table from the previous screenshot. The row for Class4 is highlighted with a red box.

CLASS ▲	COURSE ▲	FOLIOS	ENROLLED STUDENTS	# OF FOLIOS MISSING	FOLIO DATES
Class1	ART315214	1	5	5	-
Class2	CGD315118	1	13	13	-
Class3	DNC215124	-	5	-	-
Class4	BHP315116	1	26	26	03/06/2026 - 30/06/2026

- **OR** Via the *CLASSES* tab:
 - Hover on the *CLASSES* tab and then click *SEARCH*.



- Type in the course code or the course name into the *COURSE* field and select the relevant course from the dropdown list.

COURSE

✕ Psychology

BHX215118 Introduction to Sociology and Psychology
Valid Dates 01/01/2018 - 31/12/2026
Credit Points 15

BHP315116 Psychology
Valid Dates 01/01/2016 - 31/12/2026
Credit Points 15

- Type the relevant class code into the *CLASS CODE* field then click *SEARCH*.

SEARCH

COURSE ✕ BHP315116 - Psychology

CLASS CODE Class4

☐ INCLUDE DELETED

Search

- Under *RESULTS*, click on the class code to be taken to the class page.

CODE ▾	COURSE CODE ▾	CLASS YEAR ▾	COURSE NAME ▾	MAIN TEACHER ▾	PROVIDER ▾	STUDENT(S)
Class4	BHP315116	2026	Psychology	Teacher, Jane	Senior Secondary College	2

2. Find the student

- On the *Class* page, you will find details about the class and course, including a list of *STUDENTS* towards the bottom of the page. This table contains details about each student enrolled in the course, and a column for each folio-based assessment item that forms part of the External Assessment. Refer to the column headings for the Assessment Type and Assessment Name.

Note: This table contains folio assessments only. The course may also include other external assessments such as a written examination which will not appear in this list.

MAIN TEACHER		Teacher, Jane			
OTHER TEACHERS					
DELETED		No			
		Folio assessment 1		Folio assessment 2	
STUDENTS					
NAME	DOB	TASC ID	FOLIO/MULTIPLE - INVESTIGATION PROJECT	FOLIO/PANEL - PRESENTATION	
Spaghetti, Betty	12 Nov 2008	25U12345			
Wan, Dan	12 May 2008	25P67890			

- Scroll through the list to find the relevant student. For each student, under each assessment item, you will see one of the following icons:



Red cross – The assessment item cannot be uploaded yet. This icon also appears after the upload due date if a student has no recorded submissions.



Upload – The assessment item can now be submitted but has not yet been uploaded for the student. Clicking this icon will open a window to upload the item.



Green tick – The assessment item has been submitted for this student, or they have been marked as *not submitting*. Clicking this icon navigates to the Student page.

- Once you have found the relevant student record, click the  (upload) button that aligns with the student record and assessment item you wish to upload.

STUDENTS				
NAME	DOB	TASC ID	FOLIO/MULTIPLE - INVESTIGATION PROJECT	FOLIO/PANEL - PRESENTATION
Spaghetti, Betty	12 Nov 2008	25U12345		

3. Upload the folio or select an exception

- Once you have clicked the upload button on an assessment item, a dialog box should appear titled *Submit Student Folio For ...* which will prompt you for further information. Complete the fields as follows:
 - Review the *ASSESSMENT NAME* and *ASSESSMENT TYPE* to verify that you are uploading to the correct assessment item.

 Submit Student Folio For BHP315116

ASSESSMENT NAME
Investigation Project
 ASSESSMENT TYPE
Folio/Multiple

Choose one of the following:

- Tick *NON-ELECTRONIC FOLIO SUBMISSION* if the assessment does not require folios to be uploaded to TRACS. **Note:** Attachments/documents can still be loaded using the *Choose file* button.

☒

NON-ELECTRONIC FOLIO SUBMISSION

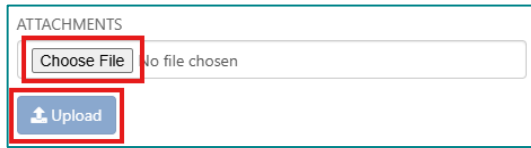
- Tick *STUDENT NOT SUBMITTING FOR THIS COURSE* if the student is not submitting a folio. **Note:** this will tick off the assessment in the *Class* page.

☒

STUDENT NOT SUBMITTING FOR THIS COURSE

- Under *ATTACHMENTS*, click *Choose file* to find the folio on your system that you are attaching or drag and drop the file from your computer into the *Choose File* area. Once you have attached the file, click the *Upload* button.

Note: the filename **must** begin with the student's TASC ID. **Do not** include any identifiable information in the filename (such as the student's name or school).



ATTACHMENTS

Choose File No file chosen

Upload

4. Complete the verification

- On the dialog box, below the upload area, you will see a series of statements. To complete the submission, you must either select *Yes* or *No* for each statement.

Please select Yes or No for each statement.

I confirm that, to the best of my knowledge, the folio submitted by this student is their own work and meets the authentication requirements of this course, including any requirements relating to the use of artificial intelligence (AI).

In making this declaration, I have applied the school's authentication processes, including monitoring the student's work and sighting work throughout its development.

☐ Yes ☐ No

I confirm that the student submitted the folio by the school's internal due date.

☐ Yes ☐ No

- If *No* is selected for the first statement, an information panel will be displayed to the right. This provides instructions and actions that need to be completed by the school to facilitate the marking of the student's folio. The panel also includes a link to the *Student Folio Endorsement Information Sheet* webpage of the TASC website.

i FOLIO NOT ENDORSED

You have indicated that you are **unable to endorse this folio**.

Before continuing, you **must**:

- provide a brief reason in the comment box for not endorsing the folio (for example, **concerns regarding authenticity or academic integrity**. Detailed information is not required at this stage.
- commence the school's internal review process in accordance with its policies and procedures; and
- retain the completed Student Folio Declaration Form and any supporting documentation.

TASC's Quality Assurance team will review all non-endorsed folios and will contact your school's TASC Liaison Officer (TLO) through a **Folio Endorsement Issue** task in TRACS.

For further guidance, see the *Student Folio Endorsement Information Sheet* (Items 4.2–4.3).

- If either statement cannot be verified, details explaining why it cannot be verified must be provided in the textbox. The *Student Folio Declaration Form Information Sheet* on the [Externally Assessed Folios](#) webpage of the TASC website has further information on the verification of student work.

Please select Yes or No for each statement.

I confirm that, to the best of my knowledge, the folio submitted by this student is their own work and meets the authentication requirements of this course, including any requirements relating to the use of artificial intelligence (AI).

In making this declaration, I have applied the school's authentication processes, including monitoring the student's work and sighting work throughout its development.

☐ Yes ☐ No

I confirm that the student submitted the folio by the school's internal due date.

☐ Yes ☐ No

If you cannot confirm either statement, provide a brief reason why:

This student provided their work late without an explanation of why they were unable to meet the deadline. They were unable to provide sources for their work and were unable to demonstrate or provide evidence of continued work towards the submission. The school believes this is not the student's own work.

5. Submit the folio

- Once all steps of the upload process have been completed, click the **Save** button to upload the assessment item.

Note: The **Save** button will not be available until all options pertaining to this student's folio submission have been completed.

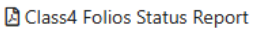
provide sources for their work and were unable to demonstrate or provide evidence of continued work towards the submission. The

- If successful, the  (upload) icon should be replaced in the *STUDENTS* list for that student with a  (green tick) icon.

STUDENTS			
NAME	DOB	TASC ID	FOLIO/MULTIPLE - INVESTIGATION PROJECT
Spaghetti, Betty	12 Nov 2008	25U12345	

6. Optional: Review Folio Status Report

- Classes with folio submission requirements will have a *Folio Status Report* which can be downloaded on the *Class* page.
- This report provides details of the progress of folio assessment item submissions for all students in the class and may support teachers in identifying which students to follow up with, or students they may wish to discuss with TASC to request an extension or raise concerns about the students work.
- To access this report, on the *Class* page, scroll the bottom of the page and click the *Folios Status Report* button in the bottom right corner.

Wan, Dan	31 May 2008	25P67890	
			

- This will download a PDF report which you can open and review.

Folio Status Report						 TASMANIAN ASSESSMENT, STANDARDS & CERTIFICATION				
Senior Secondary College										
BHP315116 - Psychology										
TASCId	Full Name	Assessment	Last Updated	Extension	Folio Submitted	File Attached	Is Own Work	Submitted On Time	Not Submitting	
25U12345	SPAGHETTI, BETTY	Investigation Project			✓	✓	X	X		
25P67890	WAN, DAN	Investigation Project			X	X	X	X		