

# INTERNAL RATINGS VERIFICATION PROCESS INSTRUCTIONS

## Purpose:

This document outlines the process that is to be taken by schools regarding the submission of final internal ratings to TASC.

The process is different depending on the provider school type.

## Finalisation of internal ratings:

Schools are responsible for ensuring that the [TASC Quality Assurance Standards for Providers](#) for the provision of TASC-accredited courses are maintained in relation to course delivery. This incorporates the internal assessment processes and the final internal ratings provided to TASC. For more information about these standards, please speak with your school's TLO.

It is the responsibility of all schools to submit internal ratings for every student enrolled in a TASC-accredited course towards the end of each academic year. Key dates are on the TASC website at [TASC Key Dates](#).

Schools are to ensure that the final internal ratings are:

- an accurate reflection of a student's achievement against the course criteria
- rigorously checked and error-free
- submitted by the due date/s to TASC **via the relevant method for the sector.**

There are separate instructions provided for DECYP schools and non-DECYP (Catholic Education Tasmania (CET) and Independent Schools Tasmania (IST) schools. These are outlined on the next page.

The *Internal Ratings Verification Process* on the next page outlines the steps schools in each sector will take to confirm their school's internal results.

## INTERNAL RATINGS VERIFICATION PROCESS

| Step | DECYP schools                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Non-DECYP schools                                                                                                                                                                                                                                                                                                                              |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | Teachers submit final internal ratings to TASC <b>via SARIS</b> by the due date/s.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Teachers submit final internal ratings to TASC <b>via TRACS</b> by the due date/s. See <a href="#">How to enter internal rating into TRACS</a> guide.                                                                                                                                                                                          |
| 2    | TLOs run the <i>Missing Internal Ratings</i> reports in <a href="#">TRACS</a> to perform an initial quality control check on the completion of internal rating submissions. Follow up with teachers as required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                |
| 3    | <p>TLOs then run the <i>Rating Verification</i> reports in <a href="#">TRACS</a> and distribute the reports to individual class teachers. This might be done in one of two ways:</p> <ol style="list-style-type: none"> <li>1. TLOs circulate the report in <i>hard copy form</i> and give to individual class teachers.</li> <li>2. Alternatively, TLOs <i>scan and email</i> the report to individual class teachers.</li> </ol> <p>The <i>Rating Verification</i> report should be accompanied by instructions to teachers on:</p> <ul style="list-style-type: none"> <li>• what is required (i.e. a careful check of the ratings and any amendments made clearly, with teacher signature and date to be included)</li> <li>• the school's due date for these to be finalised. This might be prior to the TASC due date to allow the TLO to follow up outstanding individual teacher sheets, if required.</li> </ul> |                                                                                                                                                                                                                                                                                                                                                |
| 4    | <ul style="list-style-type: none"> <li>• Teachers are to <b>carefully check</b> the ratings on the <i>Rating Verification</i> report against their own assessment records.</li> <li>• <b>Incorrect ratings need to be corrected</b> on <i>both</i> the report <i>and</i> in SARIS before the end of the verification period.</li> </ul> <p><i>NOTE: TASC do not have access to SARIS and therefore cannot make corrections on behalf of DECYP schools.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>• Teachers are to <b>carefully check</b> the ratings on the <i>Rating Verification</i> report against their own assessment records.</li> <li>• <b>Incorrect ratings need to be corrected</b> on <i>both</i> the report <i>and</i> in <b>TRACS</b> before the end of the verification period.</li> </ul> |
| 5    | Teachers are to <b>confirm</b> their ratings (including any corrections) are accurate by <b>signing</b> and <b>dating</b> the report and then informing their TLO via the school's notification processes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                |
| 6    | <p>Schools are <b>required to keep a full record</b> of all hard copies of the checked <i>Rating Verification</i> reports, including all annotated copies.</p> <p>Schools and/or TASC may need to access these <i>Rating Verification</i> reports at a later stage as supporting evidence for auditing purposes. Storage of the reports might be done in various formats:</p> <ul style="list-style-type: none"> <li>• Schools might have a process where all completed hard copies of reports are stored centrally and securely (e.g. in a folder or box in the school office)</li> <li>• Schools might have a process where all completed reports are scanned and saved in an online central location (e.g. Teams)</li> </ul> <p><b>NOTE: TASC <u>does not require</u> schools to return hard copies of Rating Verification reports to TASC.</b></p>                                                                  |                                                                                                                                                                                                                                                                                                                                                |