

STUDENT FOLIO DECLARATION FORM

The TASC *Student Folio Declaration Form* verifies that the material sent to TASC is the student's own work.

- For TASC Level 3 and 4 courses that have an externally assessed component such as a folio or project, students and teachers are required to sign a *Student Folio Declaration form* to verify that the material sent to TASC is the student's own work.
- In signing this form, the student and the school are confirming that the work was submitted by the required date and time, and meets [TASC External Assessment Rule 3](#).
- If a school does not endorse the student work, this may have serious consequences for the student. A student can request a review of that decision and schools should have documented processes that independently verify the student work.
- Course providers will have policies and procedures to ensure that any disputes regarding a school's refusal to endorse the authenticity and academic integrity of externally assessed folios are resolved. See [Standards for the Provision of TASC-Accredited Senior Secondary Courses](#) Standard 8 for further information.

Academic Integrity

- All students are expected to observe the highest standards of honesty and integrity in the work they submit for assessment: this is called academic integrity.
- TASC has a dedicated webpage for students regarding [academic integrity](#). This page includes examples of appropriate acknowledgment of source material, using one common extract.
- The [TASC Academic Integrity Guide](#) is a useful student resource to support students in their understanding of academic integrity. Please note that by signing the *Student Folio Declaration Form* students are declaring that they have read this resource.
- Course providers will ensure that learners are given explicit learning regarding academic integrity. See [Standards for the Provision of TASC-Accredited Senior Secondary Courses](#) Standard 7 for further information.

PROCEDURE DETAILS

1. Teachers access the *Student Folio Declaration form* from the relevant [course page](#). This document is located under: *Supporting Documents including external assessment materials* tab on the TASC website.
2. Teachers print the *Student Folio Declaration form* and distribute to students to complete.
3. Students and teachers sign this form to verify that:
 - the student has read the [TASC Academic Integrity Guide](#)
 - the student submitted their folio by the due date and time
 - the material sent to TASC is the student's own workPlease note: Teachers will also verify online via TRACS when submitting student folios.

4.1 School endorsement and verification possible via teacher signature:

Schools archive *Student Folio Declaration forms* until July of the year following submission. This time period corresponds with TASC's own archival requirements for student external assessment material.

4.2 School endorsement and verification requires further action to be resolved:

- a. Teacher to submit folio via TRACS, leaving relevant box unselected. A comment can be added at this time.
School to submit *Student Folio Declaration form* via TRACS.
TASK type *Folio Enquiries* with description header as *Student Folio Declaration form*.
 - b. School to initiate in-school process to resolve the question of authenticity of student work and/or lateness of submission
 - c. See [Standards for the Provision of TASC-Accredited Senior Secondary Courses Standard 8](#) for further information.
 - d. TASC directly contact the student requesting the submission (to their school) of evidence to verify the authenticity of work and/or an explanation for lateness of submitted work. A final due date that TASC must be advised of the outcome will be included in the correspondence to the student. Please note: this letter will be added to the original *Folio Enquiry* in TRACS.
 - e. School to contact TASC via original TRACS *Folio Enquiries* task when the question of authenticity and/or late submission of student work is resolved. School is to maintain a record of all associated documents used to verify student work in the school's central records system.
- 5.1 If the folio is endorsed on review then the folio will be externally assessed.
- 5.2 If the school is unable to endorse and verify the work on review then it will be treated as not submitted. (i.e. given 'z' ratings on all relevant criteria, capping the award at PA).