

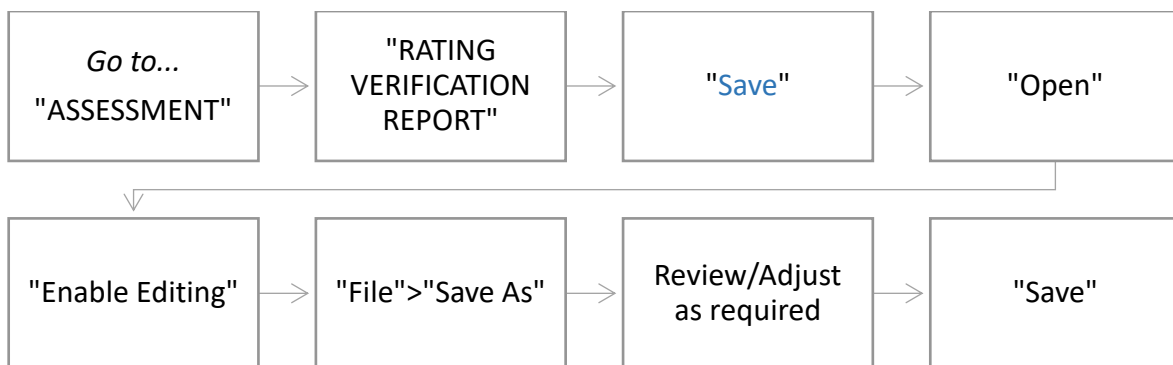


How to...run an Internal Ratings Verification Report

This is for:

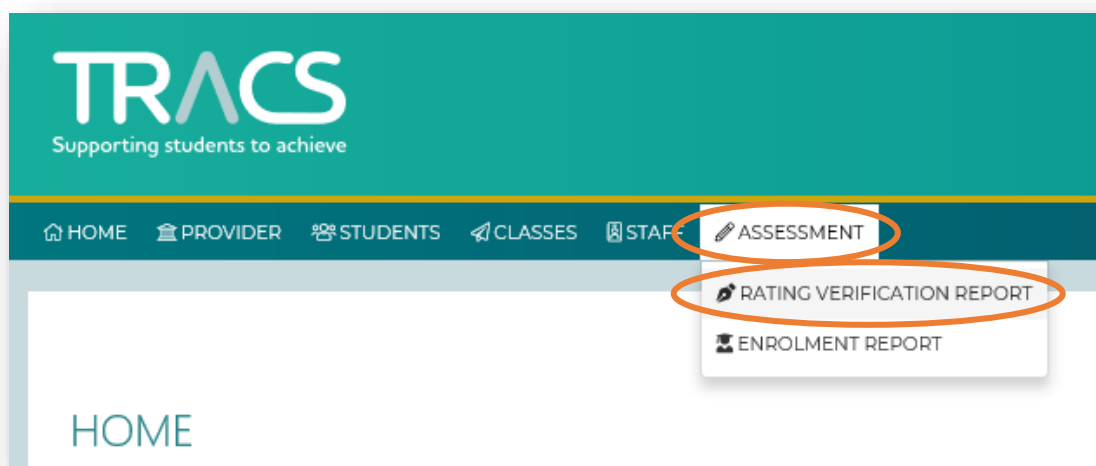
- TASC Liaison Officers (TLOs) and Principals

>>> Quick version:

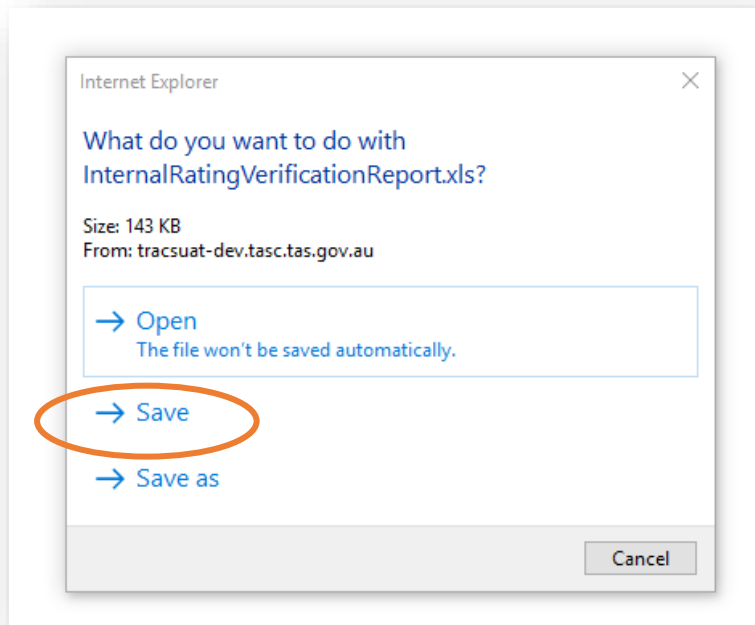


>>> Detailed Version:

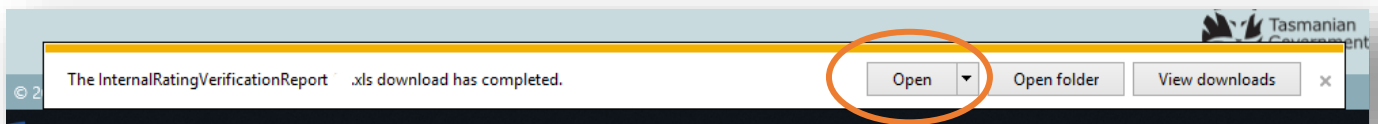
1. Select “ASSESSMENT” then “INTERNAL VERIFICATION REPORT”:



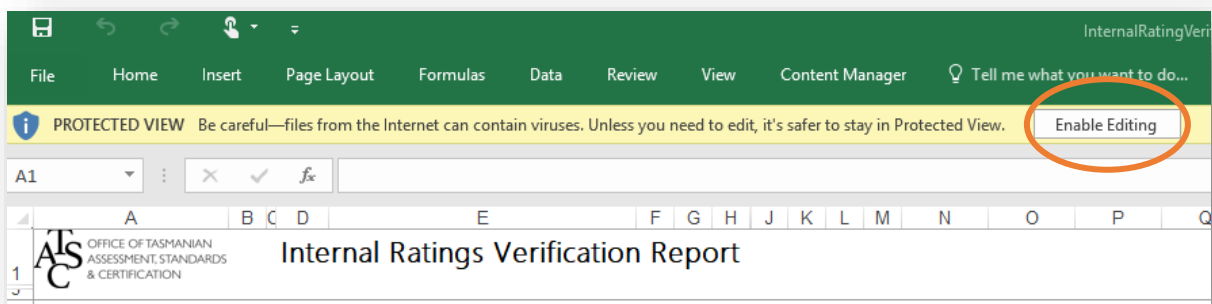
2. Select “Save” in the pop-up box that appears:



3. Another box appears at the bottom of screen:
 - a. Select **“Open”**:

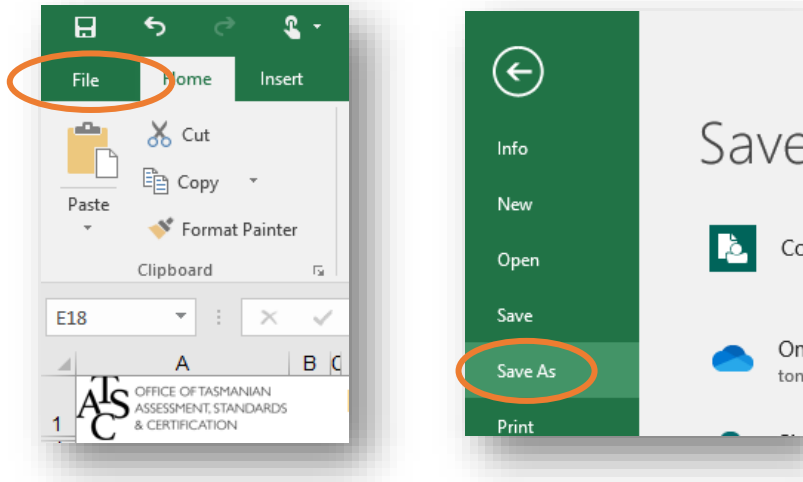


4. The report now appears in an Excel file:
 - a. Select **“Enable Editing”** to allow you to make changes as required:


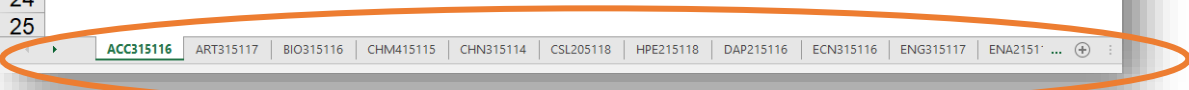


5. Now save the report under a name and in a location of your choice:

- a. Select “File” at top left
- b. Then “Save As” and save to your preferred location.



6. Now you can review marks for all course in your school:
 - a. Tabs at the bottom of the page allow access to data for each course
 - b. Check for accuracy and adjust as required
 - c. Save and manage the Excel file as per usual.

	A	B	C	D	E	F	G	H	J	K	L	M
1	 OFFICE OF TASMANIAN ASSESSMENT, STANDARDS & CERTIFICATION											
	Internal Ratings Verification Report											
4	Senior Secondary College (SSC) : ACC315116 - Accounting											
6						1	2	3	4	5	6	7
7	SSACCO2A	17C12345	Bowen, Lee			B	C	B	C	A	C	A
8	SSACCO2A	17F12365	Berdow, Chloe			B	C	A	B	C	A	t
9	SSACCO2A	18Z67584	Collabrah, Angela			t	A	C	A	t	t	C
10	SSACCO2A	17V98736	Davis, Angela			B	C	A	t	A	C	B
11	SSACCO2A	15R88765	Henner, Jodie			B	C	A	t	A	C	B
12	SSACCO2A	17W34256	Leone, Catherine			B	C	B	C	t	A	C
13	SSACCO2A	17V17282	Robertson, Frank			A	A	A	A	C	A	C
14												
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	ACC315116	ART315117	BIO315116	CHM415115	CHN315114	CSL205118	HPE215118	DAP215116	ECN315116	ENG315117	ENA2151	...

>>> END <<<