TRACS

How to…register your school

This is for:

- **principals**

>>> Quick version:

|		
Click on... "Click here to register"	→ Complete registration details	→ Click "I agree" box

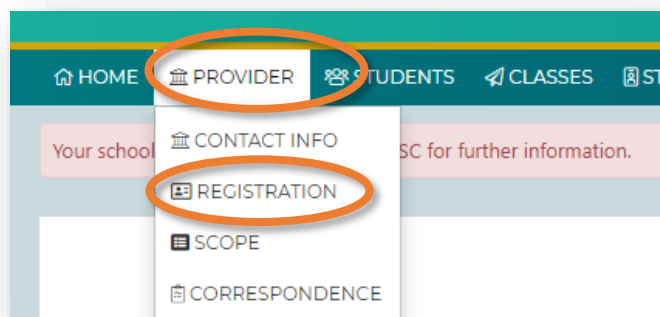|	
"**Submit Registration**"	→ *Enter your school's scope once your registration is approved.*
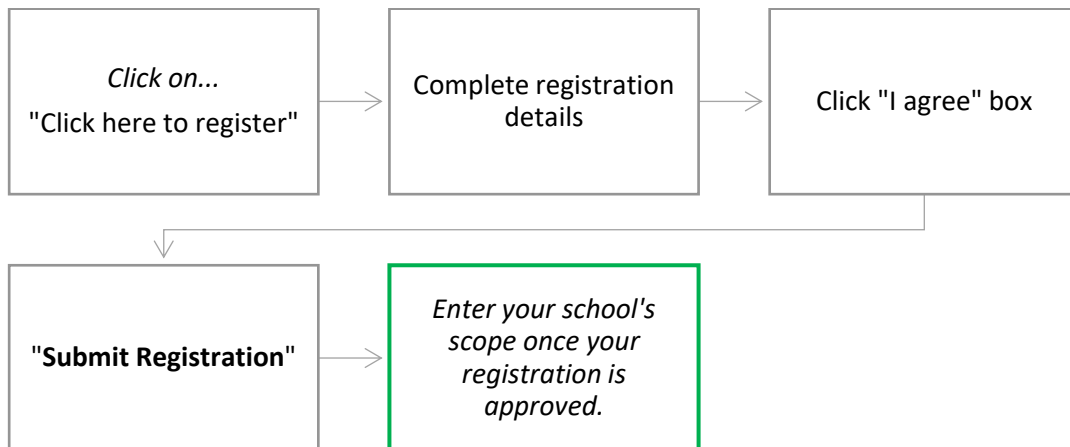
>>> Detailed version:

1. **Log in to TRACS:** You will see a message that your school is unregistered.
   - Click on the "Click here to register" text:

TASMANIAN
ASSESSMENT, STANDARDS
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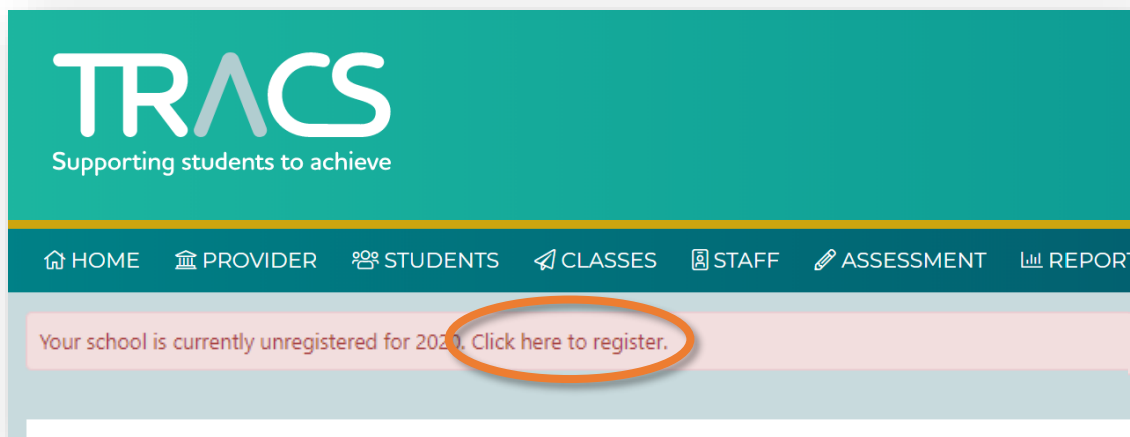
(Alt: Select "**PROVIDER**" from the toolbar and then "**REGISTRATION**"):

2. Complete the details of your registration:

3. Carefully read the declaration, then a) agree to the terms and b) click on the "**Submit Registration**" button beneath it:

The provider registration process is outlined in the TASC Provider Registration Policy.

TASC'S RESPONSIBILITIES TO PROVIDERS

TASC supports schools, principals and TASC Liaison Officers (TLOs) to undertake their roles and responsibilities in the delivery of TASC-accredited courses and meet the TASC Standards for Providers. This is accomplished through:

- regular communications through the TASC Update and via the TASC website
- providing timely advice to stakeholders and ensuring availability of accurate information
- delivering regional forums and learning opportunities for relevant stakeholders
- providers raising issues of concern to seek advice and assistance from TLO@tasc.tas.gov.au which will be responded to in a timely manner.

PROVIDER'S ACKNOWLEDGMENT OF RESPONSIBILITIES TO TASC

Any provider (including schools) is to complete the TASC annual registration process. On behalf of the provider, I declare that:

- We will appoint a TASC Liaison Officer (TLO) to ensure our school's compliance with all TASC policies and reporting requirements, and to facilitate communication between us and TASC via TRACS tasks. Our TLO will meet all responsibilities as specified in the TLO role description.
- We will notify TASC of our TLO contact details and of any changes to our TLO throughout the [year with] TASC quality assurance requirements, including staff attendance ar
  - DECYP schools do this via MyLogin. Go to https://educationtas.service-now.com/sp
    id=kb_article_view&sys_kb_id=e495ff0a33d036103e6686945d5c7b1f and scroll do
  - Non-DECYP schools update TRACS users via TRACS.
- Current TASC-accredited courses will be delivered by our teachers.
- Our students, teachers and families will be adequately informed of TASC rules, policies and p
- We will provide TASC with valid student data in the forms and at the times specified by TASC, information.
- We will comply with the TASC Standards for Providers. This includes:
  - providing explicit instruction on academic integrity
  - participating in comparability and moderation processes and ensuring staff participation in relevant quality assurance (QA) requirements including attendance at meetings and participation in audits for consistent state-wide approaches
  - ensuring timely submission of folios and internal ratings, including meeting all verification requirements by the TASC due dates.
- We will release staff as required by TASC to participate in external assessment processes (for example: exam setting; critiquing; marking; and assessment panels).
- We will adhere to the established Exam Centre Memorandum of Understanding (MoU) granting our school an Approved Exam Centre status, where relevant.

As Principal, I acknowledge that TASC sets and enforces standards for the delivery and assessment of senior secondary courses. I understand that, as an education regulator, TASC has the authority at any time to review, audit and impose requirements regarding the compliance of our provider responsibilities.

☑ I agree to the above

b) Submit Registration

a) ☐ I agree to the above

Submit Registration

5. A message will appear at the top of the screen to say that your registration has been submitted and the status is currently *pending*:
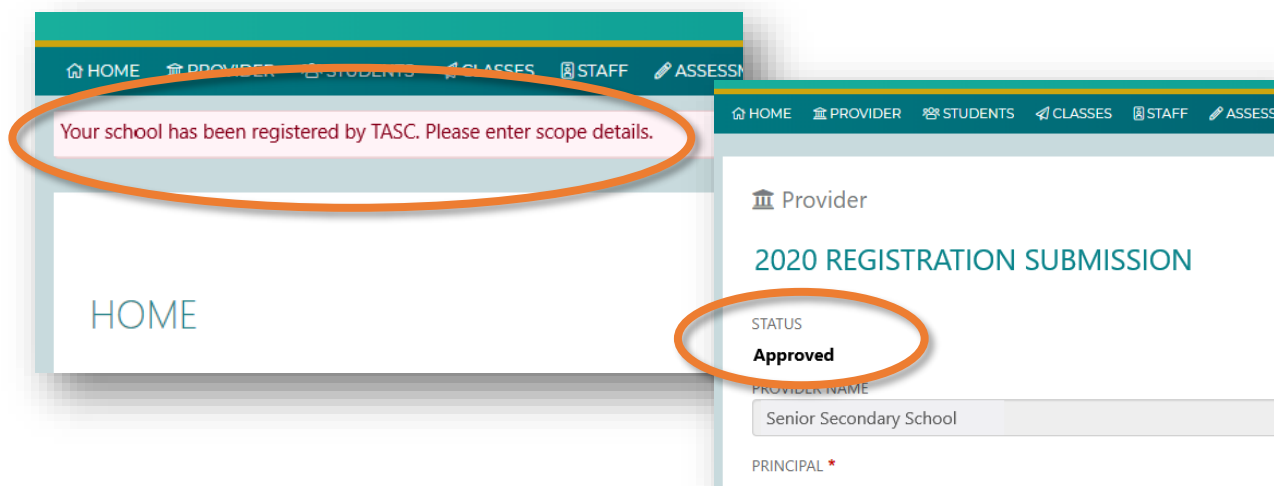
⌂ HOME   🏛 PROVIDER   👥 STUDENTS   ✈ CLASSES   📖 STAFF   ✏ ASSESSMENT   📊 REPORTS

Your school registration status is currently pending approval for 2020.

🏛 Provider

2020 REGISTRATION SUBMISSION

6. Once TASC has *approved* your registration you will see a notification on your Home page:
- (The status will also appear as "**Approved**" on your registration page).

>>> Things to know:

- Due dates for school registration and scope submissions are published each year in the TASC Key Dates and the TASC Update.
- A school's *scope* can be submitted in TRACS *once you receive registration approval*.

For further support, contact TASC via any of the following:

- Phone: (03) 6165 6000
- Email: enquiries@tasc.tas.gov.au

TASMANIAN ASSESSMENT, STANDARDS & CERTIFICATION

28 January 2026

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