

Arts Award Moderation Guidance

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Key resources and support:

Arts Award website: artsaward.org.uk/moderation

Arts Award toolkits: artsaward.org.uk/toolkit

Operational/technical support: ArtsAwardOrders@trinitycollege.co.uk

Portfolio assessment and evidencing support: support@trinitycollege.com

Terms & Conditions: [Arts Award Qualifications and Adviser Training - Terms and Conditions](#)

1. Arts Award moderation overview

Moderation is the process of validating the adviser's assessment of the young people's work. Moderators do not assess young people's work; they validate the adviser's assessment. The moderation provides us with an opportunity to check that centres understand and are following our quality assurance requirements, which include the ability to prepare work for moderation using our guidelines.

Centres should expect to have their work moderated at least once every three years. Trinity selects centres for moderation based on several factors including, but not limited to, previous moderation results, size of group and whether the centre is newly validated.

Arts Award centres are responsible for ensuring all portfolios have been assessed and are ready for possible moderation prior to entering young people for Explore, Bronze, Silver and Gold levels.

Timeframes

If moderation is required, Trinity will notify the centre via email **within 5 working days**. The email will provide information about the young people selected in the sample and how to submit their portfolios.

Centres are required to submit the selected sample portfolios **within 2 weeks** of the date they received the notification email.

The moderation result and moderator feedback will be shared with you **within approximately 2 weeks** from the point you submitted all requested portfolios (or from the point you re-submitted following a referral notification).

Certificates will be issued **within approximately 8 weeks** of successfully submitting your order. [Find out more about Arts Award certificates.](#)

Samples

We will request a sample of portfolios **from each level** entered **from each assessing adviser**. We will not request the portfolios of all young people entered for Arts Award unless the cohort is very small.

Submission Platform

Arts Award moderations take place online via **Trinity's portfolio submission platform**.

Centres must complete an [evidence locator form](#) for each portfolio in the sample. The evidence locator form must signpost the moderator to the specific evidence provided for each part of the award within the portfolio. It is the responsibility of the centre to ensure that you have included all evidence as stated in the 'evidence requirements' section of the [toolkit](#).

Portfolios files must be uploaded directly to the submission platform. If the portfolio is physical, please scan or photographing them so it can be submitted in digital format.

If the portfolio is saved to an external public site (e.g. an online blog, NOT a file-hosting site such as Google Drive as these are not permitted), please save the URL link in the evidence locator form. Links must be accessible without the need to log in to an account or download any files.

2. Moderation notification

If your centre has been selected to be moderated, you will receive an initial moderation notification email **within 3 working days** from the date you entered young people **via the centre portal**, or **5 working days** if you have submitted your entries **via email**.

This email will contain:

- The names of the adviser/s
- The link to the submission platform, where you can:
 - View the names of the young people whose portfolios have been selected to be sampled for each adviser' at each level
 - Upload your files for each sample portfolio
- The two-week deadline to submit the portfolios by

Log into the submission platform

Log into Trinity's portfolio submission platform here:

<https://learning.trinitycollege.com/>

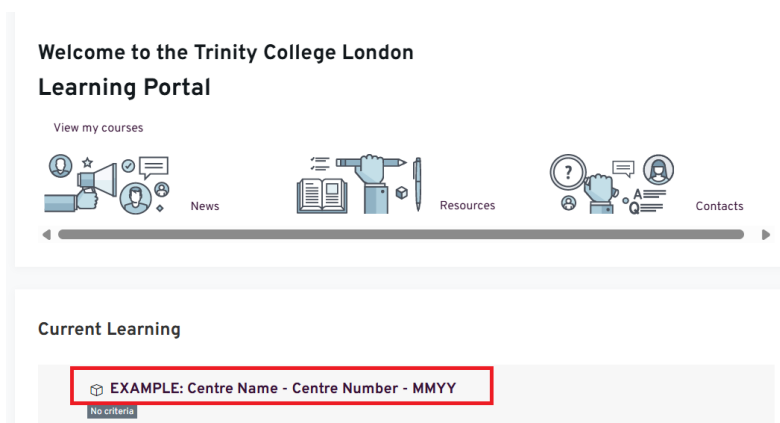
Arts Award advisers may have previously used this platform to complete the pre-training module.

If we identify an existing profile for you, we will confirm this in your moderation notification email. Click 'Forgot username or password?' and enter your email address to reset your password.

If we do not identify an existing profile for you, we will create a new profile and provide a temporary password in your moderation notification email. You will be forced to input a new password the first time you log in.

View the sample

Click on your moderation under Current Learning or clicking 'Courses' at the top. It will be titled in the format, '**Centre Name - Centre Number - MMY**'. Then you can view the selected sample and instructions in the purple banner at the top.



Welcome to the Trinity College London
Learning Portal

View my courses

News Resources Contacts

Current Learning

EXAMPLE: Centre Name - Centre Number - MMY

No criteria

Record of Learning: All Courses

Courses

▼ Saved searches

View a saved search

Choose...

Set as your default view

Manage your saved searches

▼ Search by

Course Title ⓘ

contains

Show more...

Search

Clear

1 record shown

Show/Hide Columns

Type Course Title ▲ Plan Plan course due date Previous Completions Progress

☐ EXAMPLE: Centre Name - Centre Number - MMY

No criteria

EXAMPLE: Centre Name - Centre Number - MMY

Please upload the portfolio of each young person selected in the sample from each adviser group.

Selected sample:

Adviser: Alice Brown

- Explore: A Bravo, C Delta, E Foxtrot
- Bronze: G Hotel, I Juliet, K Lima

Adviser: Charlie Dean

- Silver: M November
- Gold: O Papa

Note:

- Maximum number of files per portfolio: 10 for Explore/Bronze and 20 for Silver/Gold (including 1 x Evidence Locator Form)
- Maximum upload limit per portfolio: 512 MB

For step-by step guidance, read our [Moderation Guide](#).

For support, contact us at ArtsAwardOrders@trinitycollege.com.

3. Prepare for moderation

Before you submit portfolios, you need to make sure that **all selected portfolios are available in digital format** and that **an evidence locator form is completed accurately for each portfolio** selected in the sample.

Preparing the portfolios

You only need to prepare the portfolios for the young people in the requested sample ensuring the following:

- Use **suitable file names** to aid signposting e.g. Level_Unit_Part_Brief Description
- Where you have created individual files containing evidence for multiple parts, ensure to use suitable headings or chapters for each section for easy navigation
- Video/audio files:
 - Either provide short clips of film/audio files, or provide timecodes in the evidence locator Form directing moderators to the specific parts of the video/audio whether the evidence can be found
- Evidence must be fully **legible** (i.e. all handwritten work can be read, and photos/videos are rotated the right way up)
- If an entire portfolio is available online on an external site, you may provide a URL to the site in the evidence locator form, but the evidence must be arranged sequentially as per this guidance. **Note: we do not accept links to file-hosting sites, such as Google Drive or SharePoint.** This must be a link to an external public site (i.e. a website or blog), where the whole portfolio is available to be accessed without the need to log in to an account or download any files. Links to password-protected sites will not be accepted.
- If you have a mix of files and URLs, put the URLs in a file (i.e. in a Word doc) so you can upload them together with the rest of your files
- You will be able to upload a maximum of **10 files per Explore/Bronze portfolio** and **20 files per Silver/Gold portfolio, including the Evidence Locator Form**

Preparing the evidence locator forms

The adviser must complete an **evidence locator form** for each portfolio selected in their sample. The form tells the moderator where they will find the evidence for each section of the award and indicates the evidence on which the adviser based their marking. Each portfolio selected in the moderation must be uploaded together with an accompanying, fully completed evidence locator form.

Evidence locator forms are available for each level of Arts Award (Explore, Bronze, Silver, Gold) and can be downloaded from our website [here](#). You can also access completed examples of evidence locator forms [here](#).

When completing the evidence locator form you need to ensure the following:

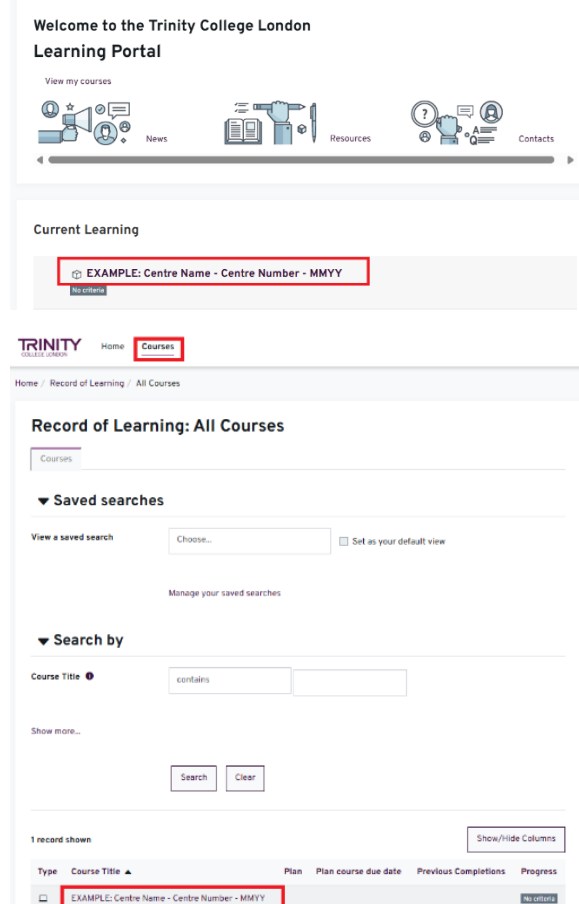
- For each part of the award, state specifically where in the portfolio the evidence used to make the assessment can be found, e.g. refer to the specific file name, page/slide number, or video/audio time code (if signposting to audio/video files)
- Where you are providing links to external sites, ensure they are publicly accessible and do not require logins to access. We do not accept links to file-hosting sites such as Google Drive or SharePoint.
- It is important that advisers **DO NOT** simply write 'in portfolio' as this doesn't give the moderator enough information about how the adviser arrived at the assessment decision. If the evidence locator form is not properly completed, the portfolios may be referred back to you by the moderator (see section '[5. Moderation referrals](#)').

4. Submit sample portfolios

When you have finished preparing the files for each portfolio selected in the sample for each adviser group and have a completed evidence locator form for each, you are ready to upload and submit your files.

a. Log into Trinity's submission platform here: <https://learning.trinitycollege.com/>

b. Click on your moderation under Current Learning or clicking 'Courses' at the top. It will be titled in the format, '**Centre Name - Centre Number - MMY**'.



The screenshot shows the Trinity College London Learning Portal. At the top, it says "Welcome to the Trinity College London Learning Portal". Below this are navigation icons for "View my courses", "News", "Resources", and "Contacts". The "Current Learning" section features a search filter with the example text "EXAMPLE: Centre Name - Centre Number - MMY". Below this is the "TRINITY COLLEGE LONDON" logo and a navigation menu with "Home" and "Courses" (highlighted). The main content area is titled "Record of Learning: All Courses" and includes a search bar with "contains" selected. Below the search bar are "Search" and "Clear" buttons. At the bottom, a table shows "1 record shown" with columns for "Type", "Course Title", "Plan", "Plan course due date", "Previous Completions", and "Progress". The table contains one row with the example text "EXAMPLE: Centre Name - Centre Number - MMY".

c. In the overview area, click into each portfolio link to upload the files for each young person sampled, including the evidence locator form.

Home / My courses / EXAMPLE: Centre Name - Centre Number - MMY

Your progress **1**

Adviser: Alice Brown

- A Brown: Explore - A Bravo
- A Brown: Explore - C Delta
- A Brown: Explore - E Foxtrot
- A Brown: Bronze - G Hotel
- A Brown: Bronze - I Juliet
- A Brown: Bronze - K Lima

Adviser: Charlie Dean

- C Dean: Silver - M November
- C Dean: Gold - O Papa

d. Click Add Submission > Drag/drop your files > Save changes

Home / My courses / EXAMPLE: Centre Name - Centre Number - MMY / Adviser: Alice Brown / A Brown: Explore - A Bravo

EXAMPLE: Centre Name - Centre Number - MMY

- ▶ Participants
- 🏆 Badges
- 📊 Grades
- ▶ General
- ▼ Adviser: Alice Brown
 - A Brown: Explore - A Bravo
 - A Brown: Explore - C Delta
 - A Brown: Explore - E Foxtrot
 - A Brown: Bronze - G Hotel
 - A Brown: Bronze - I Juliet
 - A Brown: Bronze - K Lima
- ▶ Adviser: Charlie Dean

A Brown: Explore - A Bravo

Submission status

Attempt number	This is attempt 1.
Submission status	No attempt
Grading status	Not graded
Due date	Tuesday, 19 May 2026, 4:53 PM
Time remaining	6 days 18 hours
Last modified	-


Make changes to your submission.

A Brown: Explore - A Bravo

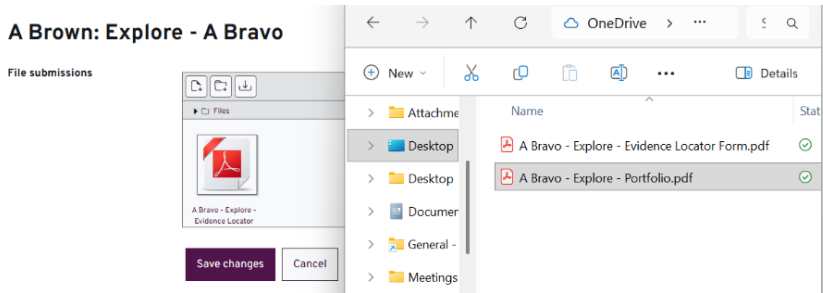
File submissions

Maximum size for new files: 512MB, maximum attachments: 11

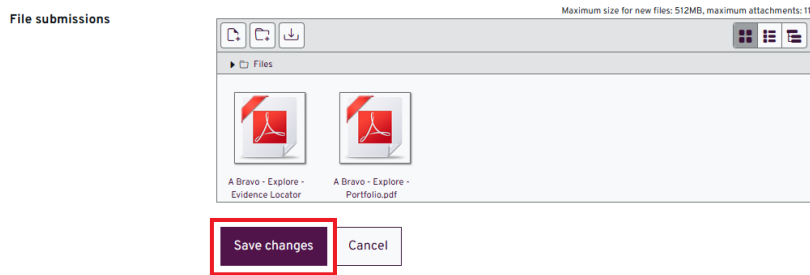
Files
🗑️ 📄 📁



You can drag and drop files here to add them.



A Brown: Explore - A Bravo



e. Submit assignment > Continue > Continue. You will receive a confirmation email from unmonitored.s@trinitycollege.com each time you submit assignment for each young person in the sample.

Note: You will not be able to amendments to the files submitted for each young person once you click 'Submit Assignment'. If you do this by mistake, notify your Trinity contact via ArtsAwardOrders@trinitycollege.com.

A Brown: Explore - A Bravo

Submission status

Attempt number	This is attempt 1.
Submission status	Draft (not submitted)
Grading status	Not graded
Due date	Tuesday, 19 May 2026, 4:53 PM
Time remaining	6 days 17 hours
Last modified	Tuesday, 12 May 2026, 11:50 PM
File submissions	<ul style="list-style-type: none"> A Bravo - Explore - Evidence Locator Form.pdf A Bravo - Explore - Portfolio.pdf

Edit submission

Make changes to your submission.

Submit assignment

Once this assignment is submitted you will not be able to make any more changes.

A Brown: Explore - A Bravo

Confirm submission

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

Continue

Cancel

A Brown: Explore - A Bravo

Thank you for confirming submission of your assignment

Your submission has been received on 12 May 2026, 11:53 PM

Continue

A Brown: Explore - A Bravo

Submission status

Attempt number	This is attempt 3.
Submission status	Submitted
Grading status	Not graded
Due date	Tuesday, 19 May 2026, 4:53 PM
Time remaining	6 days 1 hour
Last modified	Wednesday, 13 May 2026, 3:42 PM
File submissions	<ul style="list-style-type: none"> A Bravo - Explore - Evidence Locator Form.pdf A Bravo - Explore - Portfolio.pdf

f. Repeat for each portfolio by selecting the link to the portfolio from the left-hand side menu.

Home / My courses / EXAMPLE: Centre Name - Centre Number - MMY / Adviser: Alice Brown / A Brown: Explore - A Bravo

EXAMPLE: Centre Name - Centre Number - MMY

Participants

Badges

Grades

General

Adviser: Alice Brown

A Brown: Explore - A Bravo

A Brown: Explore - C Delta

A Brown: Explore - E Foxtrot

A Brown: Bronze - G Hotel

A Brown: Bronze - I Juliet

A Brown: Bronze - K Lima

Adviser: Charlie Dean

A Brown: Explore - A Bravo

Submission status

Attempt number	This is attempt 3.
Submission status	Submitted
Grading status	Not graded
Due date	Tuesday, 19 May 2026, 4:53 PM
Time remaining	6 days 1 hour
Last modified	Wednesday, 13 May 2026, 3:42 PM
File submissions	<ul style="list-style-type: none"> A Bravo - Explore - Evidence Locator Form.pdf A Bravo - Explore - Portfolio.pdf

g. When done, click the centre name at the top of the screen to go back to the submission overview. All submitted portfolios will have a ticked circle symbol against them. No further action is required; your Trinity contact will now assign a moderator.

Home / My courses / **EXAMPLE: Centre Name - Centre Number - MMY** / Adviser: Alice Brown / A Brown: Explore - A Bravo

EXAMPLE: Centre Name - Centre Number - MMY

- ▶ Participants
- 🏆 Badges
- 📄 Grades
- ▶ General
- ▼ Adviser: Alice Brown
 - 🔗 A Brown: Explore - A Bravo
 - 🔗 A Brown: Explore - C Delta
 - 🔗 A Brown: Explore - E Foxtrot
 - 🔗 A Brown: Bronze - G Hotel
 - 🔗 A Brown: Bronze - I Juliet
 - 🔗 A Brown: Bronze - K Lima
- ▶ Adviser: Charlie Dean

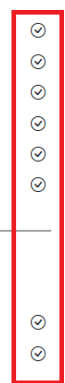
A Brown: Explore - A Bravo

Submission status

Attempt number	This is attempt 3.
Submission status	Submitted
Grading status	Not graded
Due date	Tuesday, 19 May 2026, 4:53 PM
Time remaining	6 days 1 hour
Last modified	Wednesday, 13 May 2026, 3:42 PM
File submissions	<ul style="list-style-type: none"> 📄 A Bravo - Explore - Evidence Locator Form.pdf 📄 A Bravo - Explore - Portfolio.pdf

Adviser: Alice Brown

- 🔗 A Brown: Explore - A Bravo
- 🔗 A Brown: Explore - C Delta
- 🔗 A Brown: Explore - E Foxtrot
- 🔗 A Brown: Bronze - G Hotel
- 🔗 A Brown: Bronze - I Juliet
- 🔗 A Brown: Bronze - K Lima



Adviser: Charlie Dean

- 🔗 C Dean: Silver - M November
- 🔗 C Dean: Gold - O Papa

5. Moderation referrals

Where any of the requested evidence is incorrect, missing or is not legible, or any of the files/URLs cannot be accessed, the moderator will stop the moderation and refer the relevant submission/s back to you to action the required amendments. You will receive a **referral notification email** which will confirm the name of the adviser, whose submission/s has been referred, and outline the identified issues and recommended solutions. The relevant submission/s will be re-opened for you to make the necessary edits.

You will have **5 working days** from receiving the referral notification email to resolve issues and re-submit. If you have queries or require further support, please contact us immediately at ArtsAwardOrders@trinitycollege.com.

It is the centre's responsibility to resolve all identified issues within the set timeframe. The moderator will resume the moderation once the centre has re-submitted or when the timeframe has passed, regardless of whether the centre has re-submitted.

The moderator will make a decision based on the work that is available to them at the time of resuming moderation. If any work has not been provided as requested, this may affect the moderation outcome. If any of the sample portfolios or evidence locator forms are not available for moderation following referral, this will result in the respective young person being marked as **'absent'** by the moderator and may affect the results for the remaining young people outside the sample.

Note: The referral process will delay results and certificates for an additional two weeks. To avoid delays and issues with your moderation, please ensure you have provided accurate information in the first instance when submitting your portfolios.

Please read our [Arts Award Qualifications and Adviser Training - Terms and Conditions](#) for full information.

- a. Follow steps in section '[4. Submit sample portfolios](#)' to log in to Trinity's submission platform, click on your moderation, and then open the referred submission/s.
- b. Either click 'Add a new attempt based on previous submissions' to preserve your previously saved files or 'Add a new attempt' to erase any previous file submissions and re-upload from the beginning again.

C Dean: Silver - M November

Submission status

Attempt number	This is attempt 2.
Submission status	Reopened
Grading status	Not graded
Due date	Tuesday, 19 May 2026, 4:53 PM
Time remaining	6 days
Last modified	Wednesday, 13 May 2026, 4:01 PM

This will copy the contents of your previous submission to a new submission for you to work on.

This will create a new blank submission for you to work on.

c. As before, drag and drop new files, and/or delete existing files. To delete a file, click the file, click Delete in the pop-up box and then OK.

d. When you have made all the necessary changes click 'Save Changes'. Once again, you will need to click 'Submit assignment > Continue > Continue'.

e. Repeat these steps for each portfolio included in the referral by selecting the submission from the left-hand side menu or from the main submission overview area. Once complete, no further action is required; your Trinity contact will now assign a moderator.

Note: We can allow **up to 2 rounds of referrals per moderation.**

6. Moderation results and certificates

The moderation result and moderator feedback will be shared with you **within approximately 2 weeks** from the point you submitted all requested portfolios for all adviser groups selected in the sample (or from the point you re-submitted a submission form following a referral notification). We will not be able to release results or feedback for a particular adviser group until moderation has been completed for all adviser groups selected to be sampled.

Your Trinity contact will email your result and feedback from ArtsAwardOrders@trinitycollege.com.

Certificates will be issued **within approximately 8 weeks** of successfully submitting your order. [Find out more about Arts Award certificates.](#)