

Remote Large Group online moderation

Process breakdown for centres & advisers

Remote Large Group online moderations are designed to replace the face-to-face Standard and Joint moderation options whilst these are not able to be carried out as normal.

For Remote Large Group online (or Large Group online) moderations we request a sample of portfolios to be submitted for moderation and not the work of all the young people enrolled.

The process in brief:

- centres book onto a sample confirmation date
- on that date we email centres the names of the young people selected in the sample
- centres send the selected samples and all assessment report forms for moderation
- we email results to centres within 3 weeks from the sample confirmation date
- certificates are dispatched within 6 weeks from the sample confirmation date

For full information, please ensure you read this document and all other communications regarding your Large Group online moderation thoroughly

Overview

Available sample confirmation dates can be found on our website or alternatively, your Trinity contact will have offered a date for you to book onto.

This date is the **sample confirmation date**, not the moderation date. **All portfolios must be complete and assessed by the relevant adviser by the sample confirmation date.**

By placing your booking, you consent to the following:

- You are able to upload the requested work to an online file-hosting site, such as Google Drive or Dropbox, and share this via a link to view the work.
- You are happy for the link to be shared directly with the moderator for them to moderate the work via their personal computer.

On the sample confirmation date, we will email you with the names of the young people whose portfolios we have chosen to sample. Link(s) to the requested work must be shared with your Trinity contact within **7 days** of the sample confirmation date.

The moderation will take place shortly after this, and **results will be issued via email within 3 weeks of your sample confirmation date.**

Certificates will be issued within 6 weeks of your sample confirmation date.

We are unable to offer a faster turnaround on this type of moderation. Please make sure to adjust your project delivery timeframes as necessary if you require results/certificates by a certain date.

There is a minimum fee of £150 per booking for Large Group online moderation. Where you are eligible to book onto [Bronze/Silver/Gold online moderation](#) or [Explore online moderation](#) (which replace their respective postal moderation options), Trinity may require you to do this instead so

that other centres not eligible for these moderation types have a suitable alternative to Standard or Joint moderation.

We are unable to accept any work via post at this time. Apologies for any inconvenience caused by this.

Booking

Please log into the [Arts Award centre portal](#) and place a moderation request with the following details:

- Moderation Type – Joint
- Date – Your chosen sample confirmation date
- Start Time – Any
- Arts Award Levels/Young People/Adviser numbers – Please complete as far as possible. **Note:** You will **not** be able to enter Explore details at this stage.
- Joint Moderation Type – I would like to join a moderation advertised on the website
- Date and location: Please enter the phrase **Large Group online moderation** and the **sample confirmation date** you would like to book onto.
- Please tell us... – Please enter, ahead of any other notes, the provisional numbers of young people/advisers completing Explore level that you were unable to previously provide.

Note: By booking onto a Large Group online moderation, you provide consent that:

- You are able to upload the requested work to an online file-hosting site, such as Google Drive or Dropbox, and share this via a link to view the work.
- You are happy for the link to be shared directly with the moderator for them to moderate the work via their personal computer.

If you are unable to consent to the above, you will need to book your moderation for a time when we are able to return to our regular moderation processes.

You will receive a Large Group online moderation booking confirmation once your booking has been processed.

Enrolling Names, Fees & Moderation Preparation

All regular terms and deadlines relating to Standard and Joint moderation in our [Arts Award Terms & Conditions of booking](#) apply to Large Group online moderation. Please note that the date booked (sample confirmation date) is now the reference point in relation to timeframes and deadlines and replaces the term 'moderation date' in our [Terms and Conditions of booking](#).

In brief:

- Deadline to enrol names is **3 weeks prior** to the booked date
- There is a **minimum fee of £150 per booking** for Large Group online moderation
- You may add/substitute names up to **7 days prior** to the booked date
- You may cancel without fee up to **3 weeks prior** to the booked date

- Cancellation requests received **less than 3 weeks prior** to the booked date may be subject to cancellation fees
- You may **not postpone** your moderation, due to the limited number of spaces available per date. If you wish to move your moderation to another date, you will need to cancel and rebook, as per the above terms.

Please see our 'Preparing, uploading and sending portfolios via Google Drive or Dropbox' guide for tips on how to lay out your portfolios and share links with Trinity on these platforms.

On the Sample Confirmation Date (date booked)

On the date booked (sample confirmation date), we will e-mail you the names of the young people whose work has been selected to sample. The sample size will be determined by the number of advisers assessing the work (as indicated at the point of enrolment), and the levels of Arts Award they are assessing.

For each name selected you must provide:

- The young person's portfolio **plus** a completed assessment report form for that young person, completed by the adviser indicated at the point of enrolment and signed by both the adviser and young person.

In addition, you must provide:

- **Completed assessment report forms for all of the young people whose work has not been selected as part of the sample.** These must be completed by the adviser indicated at the point of enrolment and signed by both the adviser and young person.

Please see our 'Preparing, uploading and sending portfolios via Google Drive or Dropbox' guide for tips on how to lay out your portfolios and share links with Trinity on these platforms.

All assessment report forms must refer to the specific parts of the online portfolio that the adviser has identified as evidence for meeting the assessment criteria for each part of the award. This includes referencing specific file names or timeframes of audio/video files that you wish the moderator to view to validate your marking choices. If the evidence signposted in your assessment report form (e.g. "page 1") **does not match** the file names of the uploaded work, the moderator will not be able to moderate the work.

Assessment report forms for non-sampled young people should also be labelled clearly, e.g. 'FULL NAME – LEVEL – Assessment report form'.

The link(s) to the online portfolios containing the requested work must be provided within 7 days of the sample confirmation date.

Note: We are not able to accept portfolios via email or via a file sharing site. All digital work MUST be accessible online without the need to download onto Trinity/moderator computers.

If the work is not complete/assessed by the sample confirmation date, you will need to cancel your booking, for which cancellation fees may apply. For full details on postponements/cancellations,

please read the **Enrolling Names, Fees & Moderation Preparation** section of this guide and our [Terms and Conditions of booking](#).

Moderation, Results and Certification

Your Trinity contact will confirm when the online work has been received. If they have any concerns or the work sent does not match the details entered at enrolment, they will query this and provide a deadline for which corrections must be made so that the work is ready in time for the moderation.

We will notify you of your moderation result by email within 3 weeks of your sample confirmation date.

Certificates will be issued within 6 weeks of your sample confirmation date.

Where work is not sent, or corrections are not actioned/responded to, in time to be moderated, we may offer to move your moderation to the next available date, for which there may be a fee. Any cancellations made at this stage will also be subject to a fee. For full details on postponements/cancellations, please read the **Enrolling Names, Fees & Moderation Preparation** section of this guide and our [Terms and Conditions of booking](#).