

Remote Explore online moderation

Process breakdown for centres & advisers

Remote Explore online moderation is designed to replace the Explore postal moderation option whilst this is not available to be carried out as normal.

For Remote Explore online (or Explore online) moderation we request a sample of the arts logs and the adviser assessment report forms for all the young people to be submitted digitally via an online link.

The usual booking, enrolment and certification process remains the same. 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 Explore 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 arts logs 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 the names of the young people whose arts logs we have chosen to sample. Link(s) to the requested work and all the assessment report forms 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.

Where you would normally be eligible to book onto [Standard moderation](#) based on the size of your cohort, Trinity may require you to do this instead and offer you detailed information about the remote online option that is put in place to replace face-to-face moderation.

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

Booking

Please [visit our website to view currently advertised Explore online sample confirmation dates](#). To book a date, you must log into the [Arts Award centre portal](#), click on 'Request a Explore/Bronze/Silver/Gold moderation' and, when prompted, select moderation type 'Postal'. You will then be able to select one of the Explore sample confirmation dates that are currently being carried out online.

Note: By booking onto an Explore 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 moderation at a time when we are able to return to our regular postal moderation process.

You will receive an Explore online moderation booking confirmation once your booking has been processed.

Enrolling Names, Fees & Moderation Preparation

All regular terms and deadlines relating to Explore postal moderation in our [Arts Award Terms & Conditions of booking](#) apply to Explore online moderation.

In brief:

- Deadline to enrol names is **3 weeks prior** to the booked date
- 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.

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).

For each name selected you must provide the young person's arts log plus an 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. Please see our 'Preparing, uploading and sending arts logs via Google Drive or Dropbox' guide for tips on how to lay out your arts logs and share links with Trinity on these platforms. In addition, we require an online link to the adviser assessment report forms for **all** the young people entered for moderation (not only for those selected in the sample).

All assessment report forms must refer to the specific parts of the online arts log 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.

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

Note: We are not able to accept arts logs 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](#).