

Arts Award moderation checklist

(Arts Award Explore, Bronze, Silver and Gold Arts Award)

Use the below checklist throughout your moderation journey to help you stay on track and work towards a successful moderation. All section references refer to the [Best Practice Guidebook](#), where you can find additional information to help guide you through each process.

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- Planning your moderation**
 - ▶ When planning your moderation, make sure there is enough time for advisers to collate and assess portfolios between the end of your Arts Award delivery and the date that you booked for moderation or sample confirmation (see section 4.1)
 - ▶ Build in your own deadlines prior to the moderation to ensure you are ready to assess portfolios, enrol young people's names, arrange payment and, where applicable, send in portfolios/arts logs in time for moderation
 - ▶ Book your moderation via the [centre portal](#) (approximately 8 weeks in advance – see sections 3.3 and 3.4 and [Centre Portal Guidance](#))
 - ▶ Make sure any requests for [reasonable adjustment](#) are made at the same time as booking or via email to your Trinity contact as soon as possible after booking (see section 2.5)
 - ▶ **(Standard moderation ONLY)** Arrange a suitable space for the moderator and make sure any equipment required to view portfolios is available to use (see section 4.1)
 - ▶ **(Standard moderations ONLY) Note:** Young people are no longer required to attend standard moderations. Please do not arrange for young people to meet with the moderator
- Enrolling young people for moderation**
 - ▶ Make sure all Arts Award advisers, who are assessing the young people's work, are trained at the relevant levels and linked to your Arts Award centre (see [Centre Portal Guidance](#))
 - ▶ Enrol the names of the young people being entered for moderation **no later** than three weeks before your moderation or sample date. Additions/substitutions may also be made up to seven days prior to your booked date (at Trinity's discretion - see section 3.5 and 3.6 and [Centre Portal Guidance](#))
 - ▶ When enrolling names for moderation, ensure you are confident that the portfolios/arts logs of those being entered will be complete (and assessed) by the moderation/sample date, as you will be charged for all young people enrolled. If you're unsure, consider enrolling those you are confident of, and add the remaining names later (see sections 3.5 and 3.6). **Note:** If you are unsure about a large percentage of your cohort being ready in time, speak to your Trinity Contact who will be able to advise
 - ▶ Make sure you double-check all spellings as you are enrolling names. Spelling amendments can be made without charge prior to the moderation/sample date. However, you will need to follow the [certificate replacement](#) process if errors are spotted after you have received moderation results (see section 3.6)

- ▶ Make sure moderation invoices are paid within 30 days of invoice issue and remittance advice/proof of payment is issued to moderation.team@trinitycollege.co.uk. Invoice amendment requests can also be made to the above email (see section 3.7)

Preparing portfolios/arts logs for moderation

- ▶ Portfolios should be well organised and include either a contents page or indexing system to make navigating and evidencing simple. There are no restrictions on format, design or style
- ▶ The moderator will be looking for stretch and challenge in the young people's work and to see that they have made progress. Therefore, we strongly advise against just doing 'the minimum' and encourage you and your young people to make the most of the framework and requirements
- ▶ Portfolios should include evidence of how the young people have met the requirements for all parts of the award
- ▶ Where young people have used communication techniques in their evidence which need translating, ensure all evidence is translated/annotated/indexed appropriately. The adviser can also annotate any evidence that requires further context for the moderator to understand – for example, photographs – where the young people have not already done so
- ▶ Where artwork or portfolios have been created that are bulky or would be difficult to take/send to the moderation, photographs/videos will suffice in their place. **However**, they must be clear and legible and, where evidenced in the assessment report form, signposting must refer to the photographs/videos rather than the original work
- ▶ For any portfolios that cannot be made available for moderation, or for any marked as below pass by the adviser(s), you must inform the moderator upon their arrival for standard moderations, or notify your Trinity contact prior to the sample date for online and postal moderations. The respective candidates will be marked as '**absent**' by the moderator.

Assessing portfolios/arts logs

- ▶ Complete an assessment report for each young person's portfolio. The assessment report form for a young person should **only** be completed by the trained Arts Award adviser indicated at the point of enrolment as the adviser who will be assessing the young person's work. If there are discrepancies between the enrolment and assessment report form or the assessment report form has been completed and signed by more than one person, the moderator may not be able to moderate that portfolio (see the [adviser hub](#) or artsaward.org.uk/BPG for blank forms, assessment support and completed examples)
- ▶ When assessing the work, ensure you are using the most [up-to-date toolkit](#). You can [download free updates](#) from our website or purchase a new toolkit from the [online shop](#) (see section 4.1 and your toolkit for assessment criteria and support on making an assessment)
- ▶ Assessment must be impartial and accurate and should only take into account the work and evidence that will be present on the day of the moderation. If signposted evidence is unavailable during the moderation, the moderator may not be able to agree with the assessment and this could affect the results of all the young people assessed by the same adviser

- ▶ In the 'evidence' sections of the assessment report form, signpost the exact areas of the portfolio/arts log where you have identified the assessment criteria being met, for example, 'Page 1-3' or 'Video Part A – 1:05 – 3:20'. Unclear signposting, such as 'Portfolio' or 'Blog' may result in the moderator not being able to moderate (see section 4.1 and [Evidence Checklists](#))
- ▶ Remember, the purpose of moderation is to validate the adviser's assessment and ensure they understand the evidence and assessment criteria requirements for each part of the award. The moderator should be able to identify how you have decided on the marks awarded through the sections of the work signposted on the assessment report form
- ▶ Make sure that, for each part of the award, either 'pass', 'attempted' or 'no' is circled or highlighted on the assessment report form. Once the part marks have been decided, the overall mark should also be completed to indicate whether the portfolio has passed or below passed. Incomplete assessment report forms and missing part marks will not be able to be moderated
- ▶ In the 'notable examples' section of the assessment report form, provide one example of how the young person has met each of the assessment criteria. Do not use generic statements – it is best to find an individual example for each young person
- ▶ Each young person will need to sign their assessment report form to confirm the work submitted is theirs. If this is not possible, please speak to your Trinity Contact

Posting portfolios/arts logs (postal moderations ONLY)

- ▶ Ensure that all documentation is included with the portfolios/arts logs. Instructions and documents can be found in the 'Sample confirmation' email issued to the moderation contact
- ▶ When completing the contents checklist, remember to enter the total number of assessment report forms included in the parcel (this must match the total number of young people entered for moderation) and detail any loose items, such as artwork, leaflets or digital media in the parcel
- ▶ Make sure any USBs/DVDs are clearly labelled with your centre name/number
- ▶ Make sure all parcels are sturdy and well-secured, and the centre name, centre number and sample confirmation date are clearly marked on the address label
- ▶ Where work is large or fragile, consider taking photographs/videos and sending these instead. Photographs/videos must be clear and legible, and, where evidenced in the assessment report form, signposting must refer to the photographs/videos rather than the original work
- ▶ Post portfolios/arts logs within the specified timeframe (see section 4.1)

Sending portfolios/arts logs (online moderations ONLY)

- ▶ You need to send us an email with the link to where your work is available to be viewed online (i.e., on a file-hosting site, such as Google Drive or Dropbox). Read our [Sharing Online Portfolio Links - Tips and Tricks](#) for support

- ▶ Online work **must be** fully viewable online without the need to download any files or log in to access it (unless you wish to provide log in details). To ensure this prior to sending your link, sign out of your online platform and click the link you are sending to us. If you can view all of the documents and videos without being signed in, then we will be able to also.
- ▶ Work should remain accessible until you receive results (approx. three weeks after your sample confirmation date).

On the moderation day (standard moderations ONLY)

- ▶ Lay out portfolios in alphabetical order (by surname), per adviser and per level, with a completed adviser assessment report form attached to each one (see section 4.2)
- ▶ Check that all equipment is working properly, and you know how to use it. Where portfolios/evidence are presented digitally, make sure these are pre-loaded and ready to access prior to the moderator's arrival (see section 4.2)
- ▶ Make sure all evidence is clearly visible in the portfolios. If evidence is no longer present, but referenced on the assessment report form, the adviser may need to reassess the portfolio or withdraw it from the moderation. If signposted evidence is unavailable during the moderation, the moderator may not be able to agree with the assessment, which could affect the results of all the young people assessed by the adviser (see section 4.2)
- ▶ When the moderator arrives, ask to check the marksheet to ensure all names are spelled correctly and all young people have been entered for the correct level of Arts Award and have been assessed by the same adviser as listed on the marksheet. Where there are discrepancies, speak to the moderator and then contact Trinity on 0207 820 6178 who will be able to advise
- ▶ The moderator will finish the moderation by advising you of the provisional results and giving verbal and written feedback to each adviser they have moderated. Make sure all advisers are available to speak to the moderator, where possible (see section 4.3)

Post-moderation & certification

- ▶ For online and postal moderations, provisional results will be issued within three weeks of the sample date (see section 4.3)
- ▶ Results are officially confirmed at the point of certificate printing, at which point the centre representative will receive an email detailing which young people are due to receive certificates. It is the centre's responsibility to advise the young people of their results (see section 4.4)
- ▶ Depending on the type of moderation booked, certificates will be dispatched within 4-6 weeks of the moderation/sample date. If you are arranging a presentation ceremony or awards night, make sure to factor this in to your planning as Trinity is unable to fast-track certificates (see section 4.4)
- ▶ After the moderation, don't forget to complete our [customer feedback survey](#) (see section 4.5)
- ▶ **(Online moderations ONLY)** Once you have received results, please ensure to remove access to the online links you shared with us as soon as possible.

