# Preparing for moderation – Bronze

Arts Award centres are responsible for ensuring all arts logs and portfolios have been assessed and are ready for possible moderation prior to entering young people for Arts Award. 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. Centres should expect to have their work moderated at least every three years. Centres MUST ensure that the work of all young people entered for Arts Award is available for moderation.

If moderation is required, centres will be notified via email as soon as they enter young people for Arts Award. The email will include the names of the young people whose arts logs and portfolios have been selected in the moderation sample. Centres are required to submit the selected sample arts logs and portfolios via Trinity's portfolio platform within the published timescales. Find out more at artsaward.org.uk/EnterForEBSG.

Centres cannot change the sample, and any arts logs not available for moderation will be marked as absent and we will be unable to issue certificates. Centres must maintain accurate records of their work and assessments. Failure to provide requested information to Trinity may result in closer scrutiny of the centre through moderation or monitoring.

## Arts Award moderation

At moderation the moderator will look at the selected sample of arts logs and portfolios. Their role is NOT to reassess the work, instead they are looking for consistency in the adviser's marking to determine if they agree with the assessment of the adviser.

Where the moderator agrees with the adviser's assessment, then they can validate the marking of the overall cohort.

Where the moderator disagrees with the assessment made or cannot find a pattern within the adviser's assessment, this could result in some, or all the cohort's results being affected.

## Step 1: Preparing arts logs and portfolios for moderation

Centres are required to organise arts logs and portfolios as stated in this guidance and will receive specific feedback on how well arts logs and portfolios have been organised in addition to the accuracy of the assessments. Centres only need to prepare the arts logs and portfolios for the young people in the requested sample. They should be prepared as follows:

- All arts logs and portfolios must be provided in digital format.
- Each arts log or portfolio must be accompanied by an evidence locator form. This 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.

Ensure that evidence is grouped and labelled so it is clear which section of the award it relates to, and organise the files in the correct order – Part A, Part B, etc. Where you have created individual files containing evidence for multiple parts, use suitable headings or chapters for each section for easy navigation. You must also:

- PDF files together in the correct order, eg scans of arts logs/portfolio pages, copies of written work, photos, images.
- Use suitable file names to aid signposting, eg Level_Part_Unit_Brief Description.

- Provide video or audio files separately but ensure the evidence locator form clearly states which part of the award it relates to and specifies timecodes.
- Ensure evidence is legible in digital format. This means all handwritten work can be read and photos and videos have been rotated and play the right way up.
- You are welcome to provide URLs to external sites within the evidence if some evidence is posted online but this evidence must be publicly accessible and arranged sequentially as per this guidance.
- Do not exceed the maximum number of files per arts log/portfolios at each level.

## Step 2: Completing the evidence locator form

- Download the evidence locator form for the relevant level at artsaward.org.uk/EvidenceLocatorForm.
- Complete an evidence locator form for each arts log or portfolio in the sample.
- For each part of the award, state specifically where in the arts logs or portfolio the evidence used to make the assessment can be found, eg file name, page/slide number, video/audio timecode.
- Where you are providing hyperlinks to external sites ensure they open and are to public sites that do not require a password.

It is important that advisers **DO NOT** simply write 'in arts log/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 arts logs and portfolios may be referred back to the centre by the moderator.

## Step 3: Submitting arts logs and portfolios

Centres should only upload the arts logs and portfolios into the submission platform once you have completed the evidence locator form and organised each arts log or portfolio as stated in this guidance.

You will upload each young person's arts log or portfolio separately and you must select 'save draft' after each submission before moving onto the next arts log or portfolio. This is important if you need to leave the platform and return later.

Arts logs and portfolios can be uploaded using two formats:

- A link (URL) to an external public site where the whole arts log or portfolio is hosted for example an online blog
- Upload the arts log or portfolio files directly into the Arts Award submission platform

## Providing a link

Centres who have already produced work in an external digital platform, website or blog platform, can provide a direct link to the whole arts log or portfolio by providing the URL or website location. We will only accept work in this format where:

- The link is public – we cannot accept links to password-protected, private websites or learning management systems (LMS) or to platforms where we need to create an account or download the files
- The work had been organised using chapters and headings, as per our guidance, ensuring locating evidence is straightforward at moderation

## Uploading digital files

For the Bronze level you will be able to upload a maximum of 10 files. This is approximately one or two files per part.

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.

Once the files or URLs have been uploaded, please check they open and are legible and that any video and audio files play by opening or downloading them again.

Where any of the requested evidence is missing or is not legible, or any of the files cannot be accessed, the moderation will be referred by the moderator. It will be the centre's responsibility to take action to resolve any issues identified with the arts logs and portfolios within a set timeframe. Failure to resolve all identified issues within the set timeframe will affect the outcome of your moderation.

## Step 4: Complete the submission

Complete the submission declarations. The declarations are confirmation that:

- The named adviser has completed the assessment of the arts logs or portfolios submitted
- The young people's work is their own
- You agree to Trinity's terms and conditions

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 will receive feedback on how well they have completed the evidence locator form and whether all files submitted for moderation were accessible. Centres who do not submit arts logs or portfolios as requested risk us not being able to validate the adviser's assessment or having the moderation results delayed.