

Top tips for a successful Arts Award moderation (Bronze/Silver/Gold moderation visits)

Planning for moderation

- ✓ ☐ Your moderation date must be requested no later than 8 weeks in advance, via the adviser portal
- ☐ Plan in time for portfolios to be collated and for advisers to do the assessments
- ☐ Make sure that you have confirmed young people's names via the adviser portal no later than 3 weeks before your moderation date
- ☐ If the moderation is at your venue, arrange for a suitable space as well as the equipment the moderator might need to view portfolios e.g. a DVD player and access to the internet
- ☐ Arrange for at least 25% (max 10) of the young people to be available for the last 20 minutes of the session to meet the moderator
- ☐ Read through the useful information in the Arts Award moderation guide - www.artsaward.org.uk/moderationguide

Preparing and assessing portfolios

- ☐ Portfolios should be well organised and include either a contents page or indexing system but there are no restrictions on format, design or style
- ☐ Portfolios should include evidence of how the young person has met all the requirements for all parts of the award. Remember that the moderator will be looking for stretch and challenge in the young people's work and to see that they have made progress. We strongly advise against just doing 'the minimum' and encourage you to make the most of the framework and requirements.
- ☐ Complete an *assessment report form* for each young person's portfolio. Forms should be fully completed by the trained adviser and signed by the young person. Either photocopy the forms from the back of your adviser toolkit or download word versions from the website. Do make sure that the portfolios are carefully indexed and that the evidence is well signposted on the assessment report form.

On the moderation day (standard or joint moderations)

- ☐ Lay out portfolios in alphabetical order (by surname) with a individual completed *assessment report form* with each one. If more than one adviser has assessed the work, lay the portfolios out in alphabetical order by adviser.
- ☐ Check that all technical equipment is working properly and you know how to operate it
- ☐ Ask to check that all the names are spelt correctly on the moderators mark sheets (so that the certificates will be correct)
- ☐ The moderator will finish the session by giving verbal feedback and leaving a written summary of this along with the provisional results. It will be left up to the adviser to let the young people know the results.
- ☐ Make the most of your moderators visit - their experience of running / moderating the award as well as their wider experience could be invaluable to your centre

Need help?

There is a lot of information and guidance for Arts Award advisers on the Arts Award website – <http://www.artsaward.org.uk>

In particular, take a look at the centre resources section of the site -

<http://www.artsaward.org.uk/centresources>

You can also contact the Arts Award helpdesk on 020 7820 6178 or enquiries@artsaward.org.uk