Submitting candidate work for postal moderation

Packaging and sending portfolios and projects

Centres are advised not to send heavy items, such as ring binders or folders, but instead use plastic wallets or treasury tags, ensuring that all the evidence for each candidate is properly secured and remains together in the correct order. Loose leaf pages should not be submitted.

Centres should try to slim down portfolios where possible, by removing any non-relevant information such as teaching and learning materials. Only evidence relevant to the assessment criteria should be included, to make moderation as straightforward as possible.

There must be a front sheet for each candidate clearly identifying both the centre name and number and the candidate name.

The identified work must be packaged securely and sent to the external quality assurer (EQA) or external moderator, by either courier or recorded delivery, by the required deadline, ensuring that parcels can be tracked and are signed for on delivery. ASDAN accepts no responsibility for items lost or damaged in transit.

The requested sample of candidate work must be fully complete, and contain evidence of all units listed on the Candidate Registration and Submission form as having been achieved. Work sent which is not listed on the form or requested in the identified sample must not be included, and will not be moderated.

Access Arrangements

Where access arrangements, such as a scribe, have been allowed, the work must include a signed statement to this effect. Where work has been scribed for the candidate, there must be a statement at the front of the portfolio, identifying the name and position of the scribe, and including a signed declaration that only the candidate's own words have been scribed. Other access arrangements must also be clearly identified.

Data Protection

Centres must be mindful of the personal nature of candidates' work and ensure that data protection regulations are followed in relation to personal information, to reduce the risk of data breaches due to work being damaged or lost in transit.

Centres should ensure that Special Category data such as Racial or ethnic origin, political opinions, religious and philosophical beliefs and data concerning health, sexual orientation etc is not included in candidate portfolios.
Information which may help to identify a person, such as home address, identifiable personal numbers such as passport/driving licence number etc for example, in a CV or application form, must be redacted. ASDAN will adhere to its GDPR and Privacy policies in relation to the handling of candidate work.

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Dates, amendments and fees

If the sample portfolios or projects do not arrive with the EQA/EM by the agreed date, the moderation may have to be postponed or cancelled. We may charge a late entry fee if centres submit work for external moderation after the date agreed with the EQA/EM for the receipt of the sample.

The centre is prohibited from changing the sample without first obtaining ASDAN's written agreement, as this could invalidate the submission and may result in the cancellation of the moderation. Any alterations requested after the sample has been notified to the centre, must be made in writing to ASDAN at the earliest opportunity. We will attempt to accommodate valid requests, but in the case of an invalid submission, the centre would have to request an alternative moderation date and re-submit the candidate registration form to allow a new sample to be identified.

How to submit candidates' work for external moderation

Sample portfolios/projects must:
1. Be clearly identified on the front page/cover with, see example included in appendix 2:
   - candidate's name
   - centre name and number
   - centre co-ordinator's name

2. Include (as relevant to the qualification):
   - assessment checklists for all units, listing exact page references for evidence of meeting each assessment criterion
   - at least one assessment plan, relating to one of the units submitted
   - records of internal moderation
   - mandatory recording documents, eg plan, do, review sheets (PDRs) for CoPE/AoPE;
   - transfer documents if appropriate
   - observation checklists, student evidence sheets, peer or witness testimony statements and learning log, as appropriate (please ensure that all recording documents are completed in full, in an appropriate level of detail, and are signed and dated where required)
   - relevant supporting evidence of meeting the learning outcomes assessment criteria. Centres should place this evidence in the portfolio behind the assessment activities. Each unit must be clearly labelled and separate from other units. It is advised that the centre uses dividers for this purpose or similar separation device. EQAs/Moderators must be able to easily locate the evidence.
   - a signed covering letter where work has been annotated or scribed, to confirm that it is the candidate's own, unaided work, and represents the candidate's own words

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For CoPE and AoPE, portfolios must also include
- the completed student book.
- original certificates of prior achievement if credits from other courses are being put towards CoPE (e.g. Short Courses, Bronze or Silver Personal Development Programmes, Wider Key Skills)

For the EPQ, completed projects must consist of:
- evidence that allows assessment of the four assessment objectives
- fully completed mandatory forms
- a final presentation on the chosen topic

plus, as applicable:
- the research-based report or dissertation – this must be a minimum of 5,000 words, or
- a demonstration of practical skills (eg music, drama or sport), plus a written report of 1,000 words minimum, or
- an artefact – for example, the production of a design piece, a website, plus a written report of 1, 000 words minimum

Please note that no artefacts should be posted as part of the moderation process – instead photographs may be supplied along with any other appropriate supporting documents.