

# Making an assessment – Silver

At all levels of Arts Award, the assessment of portfolios is carried out by a trained Arts Award adviser who assesses the work of the young people they have been working with. The adviser's assessment is recorded on a marksheet.

Silver Arts Award is a regulated qualification and can be subject to moderation. This means that the adviser's assessments are validated by a moderator from Trinity who looks at a sample of the portfolios. Advisers must make sure that portfolios are well organised, accessible and clear, enabling the moderator to identify how marking decisions were made by the adviser.

## Step 1: How to make an assessment

For each part of the portfolio, refer to this toolkit to check:

- If the young person has completed the required activities
- If the young person has included the evidence required – as per the 'Evidence required in their portfolios' sections

Advisers should also refer to the 'What young people should demonstrate through their evidence' sections and the assessment criteria to ensure that the young people have evidenced their participation in sufficient detail.

For each part, advisers mark **P** (Pass), **A** (Attempted but not passed) or **N** (Not Attempted):

- **Pass** means that all evidence for that part can be found in the portfolio and the evidence meets the standard of the assessment criteria for Silver Arts Award
- **Attempted** means that the young person has tried to complete that part, but some evidence may be missing or the evidence may not meet the standard of the assessment criteria for Silver Arts Award
- **Not Attempted** means that all evidence for that part is missing

Confirm the overall result for the portfolio as **P** (Pass) or **BP** (Below Pass).

To award an overall **Pass** at Silver level the young person can receive a maximum of one Attempted mark in each unit. Where any part is marked at Not Attempted the portfolio **MUST** be marked as Below Pass.

## Step 2: Prepare young people's details and marks

The adviser downloads the enrolment and marks spreadsheet from the website [artsaward.org.uk/EnterForEBSG](https://artsaward.org.uk/EnterForEBSG). They then enter the young people's details into the first tab, titled 'Enrolment', providing the following information:

- Full name of child/young person
- Their date of birth
- Email address
- Their gender/ethnicity
- The level of Arts Award being entered for
- The name of their adviser



### Step 3: Enter young people for Arts Award

Centres can enter young people for Arts Award on the centre portal as soon as the portfolios have been assessed and the enrolment and marksheet are complete at [artsaward.org.uk/centreportal](https://artsaward.org.uk/centreportal).

### Step 4: Moderation

Trinity will confirm if your centre has been selected for moderation once the young people's details and marks have been received. Trinity will provide details of which young people's portfolios are part of the sample.

All centres should assume when they enter young people for Arts Award that they will be required to prepare work for moderation. The extra time required for this should be built into their schedule, for example, if results are required as part of entrance to university or for a planned certificate evening.

Centres will not be permitted to waive a moderation request and must provide the requested sample portfolios within the published timescales.

Centres are required to provide portfolios digitally via Trinity's portfolio submission platform. Centres must ensure they prepare portfolios for submission as stated in Trinity's guidance and are responsible for ensuring all work is accessible at moderation.

Where young people's work has been assessed and validated through moderation as a pass, a certificate will be issued.