UAL Awarding Body believes in transformative education. We design and award creative qualifications that empower, support and inspire educators to help students reach their potential.

UAL Awarding Body is regulated by Ofqual, Qualification Wales and CCEA Regulation and currently offers qualifications in Art and Design, Fashion Business and Retail, Creative Media Production and Technology, Music Performance and Production and Performing and Production Arts. We are also the UK’s leading provider of the Foundation Diploma in Art and Design. Our qualifications have high retention and achievement rates because they are flexible, responsive and relevant to industry needs, and facilitate student progression.

University of the Arts London (UAL) is Europe’s largest specialist art and design university, comprising six renowned Colleges:

- Camberwell College of Arts
- Central Saint Martins
- Chelsea College of Arts
- London College of Communication
- London College of Fashion
- Wimbledon College of Arts

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Please note:

This guidance details the process from external moderation of internally assessed qualifications only. It does not relate to moderation of external assessments, set and marked by UAL such as those embedded in the UAL Level 3 Applied General Diploma in Art and Design and the first year of the UAL Level 3 Applied General Extended Diploma in Art and Design. However, it does apply to the second year of the UAL Level 3 Applied General Extended Diploma in Art and Design which incorporates an internally assessed, externally moderated element.

Introduction

As you will be aware moderation will be conducted remotely this academic year, this communication will provide an overview of the process for your centre to be ready for moderation.

Please ensure all the following:
> Internal referrals have been resolved before proposed grades are entered on the marksheet
> Any requests for special consideration have been submitted and approved
> All links and any host sites have been checked to ensure they are live and working
> All proposed unit grades have been checked, confirmed, and entered on the marksheet and the declaration has been completed via the on-line portal

Last Date for submission: 21/06/2022

Digital submission includes the following:
> All student digital portfolios, checked, organised, and uploaded in preparation for external moderation
> All group and candidate authentication forms
> All assessment and internal verification records of synoptic units
> Student feedback

You can submit the evidence and grades before the 21/06/2022 and is recommended where possible.
Student Digital Portfolio Examples

Examples of how individual student digital portfolios may be presented are outlined below (these are not exhaustive).

Example 1:
If you are working on a Microsoft cloud-based system e.g. One Drive or SharePoint your individual digital portfolio might look like this, with folders linked to the learning outcomes for the unit. Each folder will contain work pertaining to the outcome listed:

In this example, created on Microsoft OneDrive folders are created for FMP/summative unit/s either by the students or assessor/tutor and shared with the students. The latter option ensures control of the files and content remains with the assessor/tutor. The folder titles may be different depending on your qualification descriptors, this example is for level 3 extended diploma in music performance and production.

Example 2:
Alternatively, if working on a Microsoft cloud-based system e.g. One Drive or SharePoint your individual digital portfolio might look like this with the stages of production listed in the student portfolio:

In this example the student work is organized into stages of production, making it easy for entire the process to be followed.

Video: creating a digital portfolio using Microsoft OneDrive/SharePoint: One Drive Portfolio Tutorial
Example 3:
If your centre works on Google Drive or Google Classroom then your digital portfolio can be organised in a similar way to the one above with folders linked either to the entire FMP as a linked website, learning outcomes for the unit, or to stages of the project/production. See below:

In this example from CMPT the student has captured their unit progress on a Wix site and so instead of separating the individual learning outcomes into folders they are able to provide a link to their website where all the outcomes have been addressed throughout the project (see below for how to work on Wix).

If you are working in a discipline where aspects of the unit are captured individually then you might want to present your work in the relevant folders (films, photos, PPT, Word or PDF etc.).

Video: creating a digital portfolio using Google Drive/Google Classroom: Google Portfolio Tutorial
Example 4:

Regardless of whether you are working with Microsoft or Google if you choose to work on web-based sites/blog sites (e.g. Wix or WordPress) your digital folder may look like the one below. The learning outcomes or stages of production can be listed as tabs in the menu for easy navigation. This is an ideal way to capture the entire process of the summative unit in one place.

Links to examples of student portfolios created with Wix:

Music Performance and Production:
https://andrewpettitt.wixsite.com/website-1-1

Creative Media Production and Technology:
Harry’s Wix site for Unit 13 FMP

Video: how to create a digital portfolio of student work using Wix:
https://drive.google.com/file/d/1dwTB1ZvGVo52VOA_Eiy7OTg3sWDip-kK/view

This example was created using Wix. It was created by a student using template set by the centre which all students use to ensure consistency.
Want to find out more?

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Published: 31/5/2022
Version 1a

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University of the Arts London