

# Processes and systems guidance

**CoPE, AoPE, PSD, Employability,  
Personal Progress and Wider  
Key Skills**

**Summer 2021**

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# Overview

The process for summer 2021 awarding for ASDAN qualifications will be based on whether the centre has completed all assessments in full or partially.

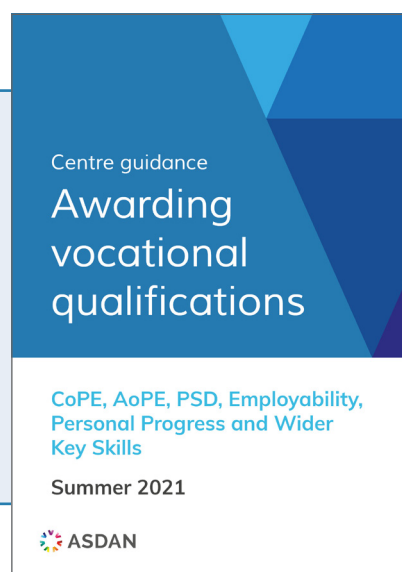
- **Fully completed qualifications** will be moderated as normal.
- Awarding of **partially completed qualifications** will be based on TAG (teacher assessed grades) and an EQA (external quality assurance) review by ASDAN, as opposed to a traditional moderation.

This processes and systems guidance covers learners in the following categories:

1. **Learners who have completed the qualification in full without adaptations** (similar to a learner in 2019). Awarding will be based on an external moderation by ASDAN. Additional evidence to support the award will not be required.
2. **Learners who have completed the qualification in full with adaptations** (using the adaptations allowed in 2020–2021). Awarding will be based on an EQA review. Additional evidence to support the award will not be required.
3. **Learners who have partially completed the qualification, but meet the minimum evidentiary requirements for the full qualification.** Awarding will be based on an EQA review of partially completed portfolios. Additional evidence to support the award will be required.
4. **Learners who have partially completed the qualification, but have not met the minimum evidentiary requirements for the full qualification to be awarded.** The learner will be offered either Unit Accreditation or to delay their moderation until such a time as the learner completes the full qualification. This would be applicable to learners that would be continuing their learning the following academic year.

This processes and systems guidance will support centres in submitting their learners for moderation or EQA review in summer 2021.

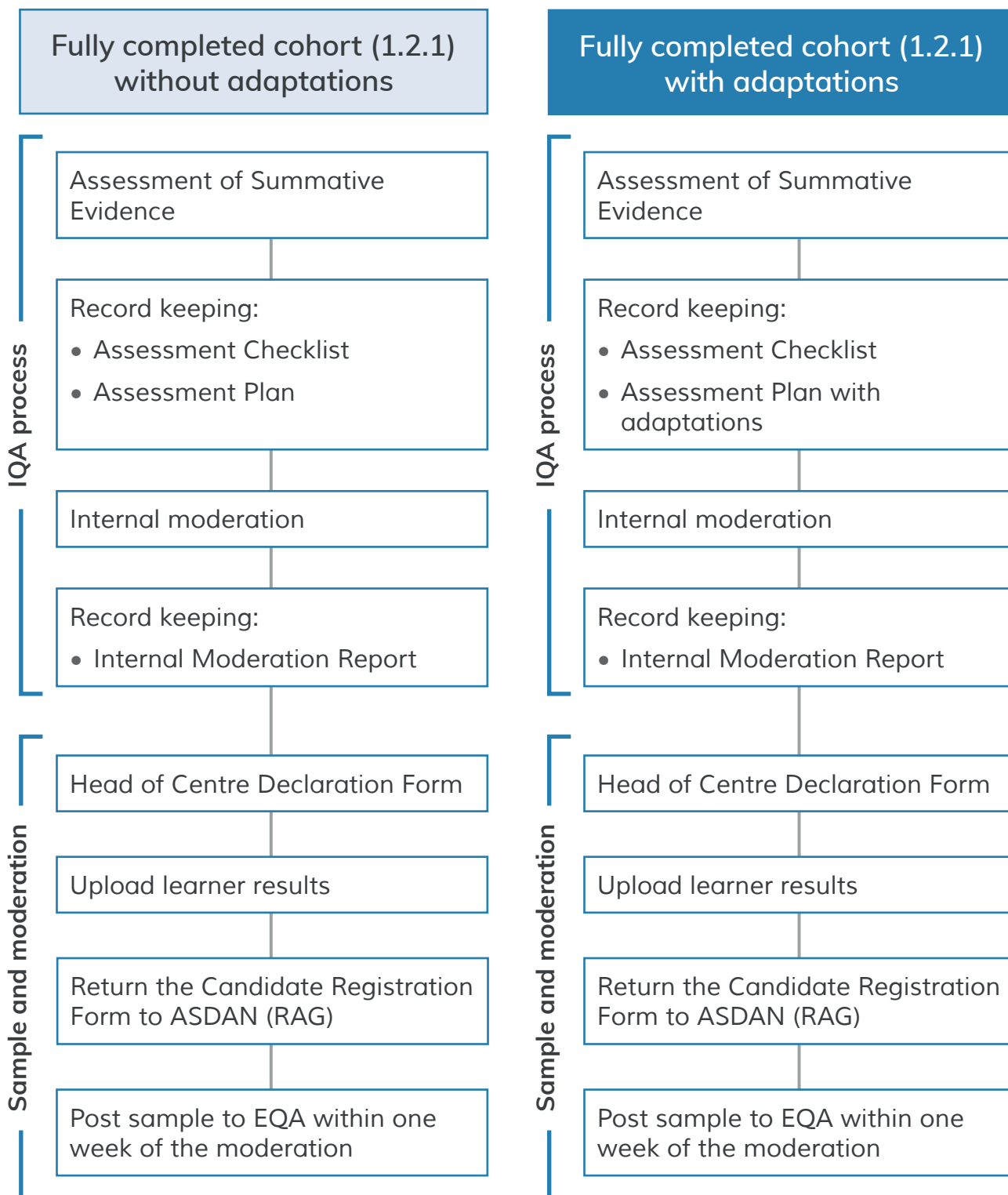
It should be read alongside the **Centre guidance: Awarding vocational qualifications** document, which details what evidence centres are required to provide.



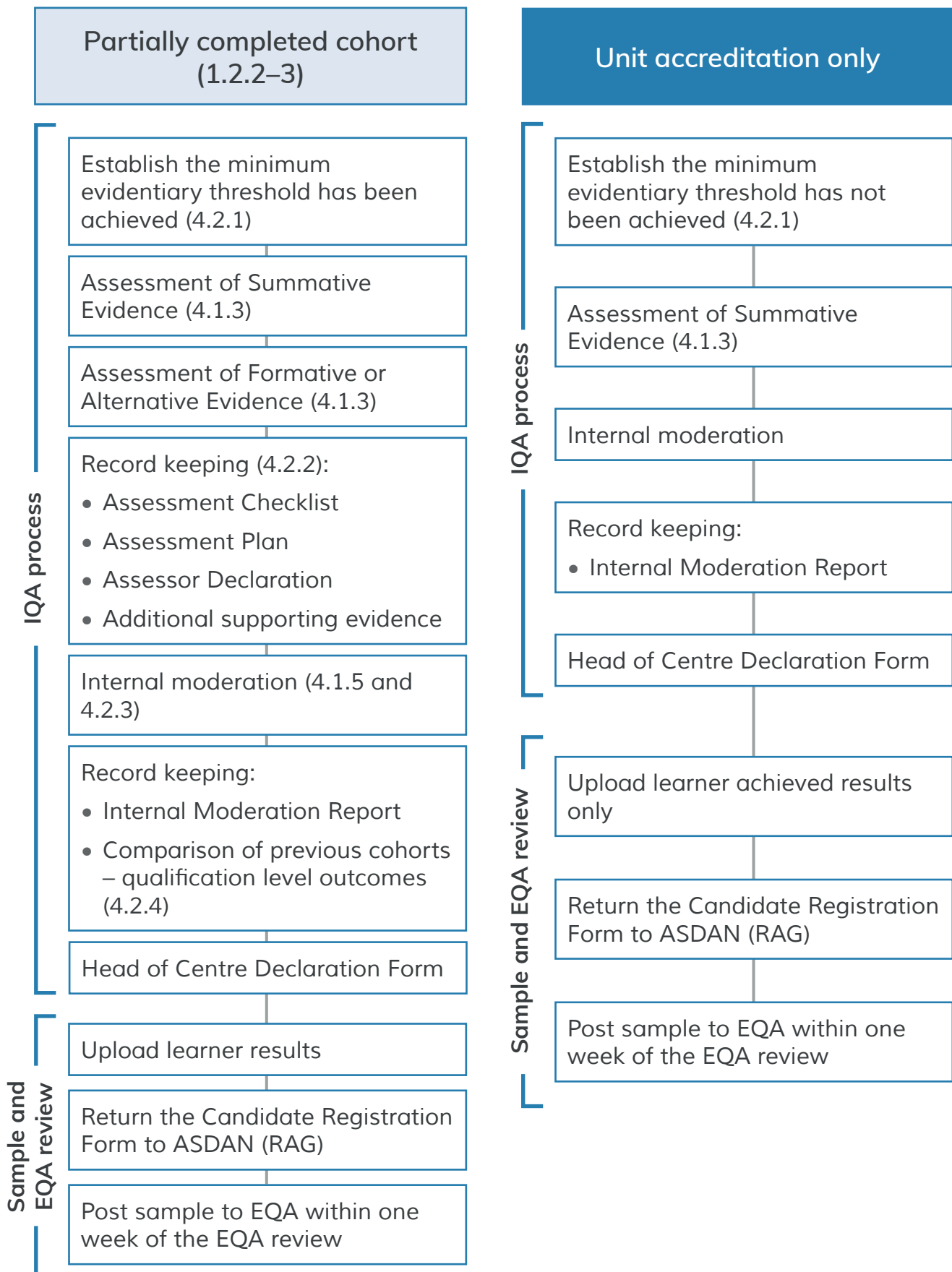
# Process flow

## Process flow

For more detail, see the numbering system listed in the brackets. For example, **Fully Completed Cohort (1.2.1)** refers to **section 1.2.1: Completed Qualifications or Units**.



# Process flow



# Guide to processes and systems

## 1. Submitting learners for moderation or EQA review

Centres must only submit results for any learner who was working towards completing the qualification/unit during this academic year for a result to be issued in August 2021.

Learners must be registered on the ASDAN website by Friday 9 July 2021 at the latest. Please contact ASDAN if this date is not achievable.

### 1.1 Submit learner results to ASDAN

When you have ensured that all the evidence required for assessment has been assessed and moderated, please upload your learners' results by going to the ASDAN website: <https://tutor.asdan.org.uk/registration>


#### 1. Register learner and units for moderation or EQA review

Click on the course that you will be registering your learners for. Add your learners (add new learner, select an existing learner, upload a spreadsheet) and then select the appropriate units. **This must include fully and partially completed units.**

Please note that if you do not include all units that the learner was expected to achieve this year, whether they have been completed in full or partially, the ASDAN system will not be able to award the full qualification/units. It is important therefore that **all expected units** are registered for the learner and submitted for ASDAN moderation/EQA review.

#### 2. Confirm unit status – full or partial

ASDAN will email you a copy of the Candidate Registration Form (see below) and Centre Declaration Form (see **Addendum 1.2**) within a few days of the learners being registered.

 <b>ASDAN</b> Candidate Registration & Submission: CoPE Centre: xxxxxxxxxxxxxxxxxxxx Network Co-ordinator: xxxxxxxxxxxxxxxxxxxx Moderation: 111111 (On Request) Date: 25/07/2021 Lead Moderator: xxxxxxxxxxxxxxxx Contact: xxxxxxxxxxxxxxxxxxxx																												Comments
Learner ID	Forename	Surname	Gender	Unit	Ass.	Unit	Ass.	Unit	Ass.	Unit	Ass.	Unit	Ass.	Unit	Ass.	Unit	Ass.	Unit	Ass.	Unit	Ass.	Unit	Ass.	Unit	Ass.	Unit	Ass.	Unit Achieved
123456	A	B	Female			WO2	LR			LP2	LR			PS2	LR			R2	LR			D2	LR			OP2	LR	
123456	C	D	Male	WO1	GM			LP1	GM			PS1	GM			R1	GM			D1	GM			OP1	GM			
123456	E	F	Female			WO2	LR			LP2	LR			PS2	LR			R2	LR			D2	LR			OP2	LR	
123456	G	H	Female			WO2	LR			LP2	LR			PS2	LR			R2	LR			D2	LR			OP2	LR	
123456	I	J	Female			WO2	LR			LP2	LR			PS2	LR			R2	LR			D2	LR			OP2	LR	
123456	K	L	Female			WO2	LR			LP2	LR			PS2	LR			R2	LR			D2	LR			OP2	LR	

Key:  Sampled

Total Candidates: 6  
Total Units: 36  
Total Samples: TBC

ASDAN Only	
EM Signature:	
EM Date:	
QA Signature:	
QA Date:	



# Guide to processes and systems

## 1.2 Submit sample to ASDAN

Post the requested sample to the ASDAN EQA at least a week before the booked moderation/EQA review and ensure that the evidence is received by the EQA three days before the review.

Once ASDAN has performed the external quality assurance process, we may need to contact you to collect more evidence to validate your submission; centres should be prepared to provide this information. We may also request information on your centre's management and information systems, internal resources, assessment and internal quality assurance processes.

It is important that you retain information on how you arrived at the achievement decision for partially completed units, as this may be requested during our quality assurance checks. The more information you can provide to justify your assessment will enable us to sufficiently verify your decisions.

**Please note:** In cases where there is little or no evidence to support a partially completed unit or evidence of the quality assurance process, we may determine that this is below the minimum evidential threshold. In these cases, we expect it will not be possible to issue a result.

Where ASDAN identifies any concerns with a centre's submission for any reason, the submission will be queried with the centre to:

- discuss what our concerns are
- ask for supporting evidence to be supplied to us
- or request an amendment to the submitted information

## 1.3 Retention of evidence


Centres must retain evidence (including evidence that is used to support teacher assessed grades for a partially complete qualification or unit) until one year after the date of the issue of the result, or the conclusion of any appeal in relation to that result, whichever is later.



# Addendum

## 1.1 Candidate Registration Form

A. Original form sent to centre with initial samples selected



**A: Original Candidate Registration Form with sample highlighted in Gray**

**Candidate Registration & Submission: CoPE**  
 Centre: xxxxxxxxxxxxxxxxx  
 Network Co-ordinator: xxxxxxxxxxxxxxxxx  
 Moderation: 111111 (On Request)  
 Date: 25/07/2021  
 Lead Moderator: xxxxxxxxxxxxxxxxx  
 Contact: xxxxxxxxxxxxxxxxx

																											Comments	
Learner ID	Forename	Surname	Gender	Unit	Ass.	Unit	Ass.	Unit	Ass.	Unit	Ass.	Unit	Ass.	Unit	Ass.	Unit	Ass.	Unit	Ass.	Unit	Ass.	Unit	Ass.	Unit	Ass.	Unit	Ass.	Unit Achieved
123456	A	B	Female			WO2	LR			LP2	LR			PS2	LR			R2	LR			D2	LR			OP2	LR	
123456	C	D	Male	WO1	GM			LP1	GM			PS1	GM			R1	GM			D1	GM			OP1	GM			
123456	E	F	Female			WO2	LR			LP2	LR			PS2	LR			R2	LR			D2	LR			OP2	LR	
123456	G	H	Female			WO2	LR			LP2	LR			PS2	LR			R2	LR			D2	LR			OP2	LR	
123456	I	J	Female			WO2	LR			LP2	LR			PS2	LR			R2	LR			D2	LR			OP2	LR	
123456	K	L	Female			WO2	LR			LP2	LR			PS2	LR			R2	LR			D2	LR			OP2	LR	

Key: Sampled

Total Candidates: 6  
 Total Units: 36  
 Total Samples: TBC

ASDAN Only

EM Signature: \_\_\_\_\_

EM Date: \_\_\_\_\_

QA Signature: \_\_\_\_\_


QA Date: \_\_\_\_\_

# Addendum

## B: Centre Candidate Registration Form with unit status highlighted in RAG

Applicable for **partially completed units only**.

1. Please do not correct errors such as unit level, unit code or spelling mistakes on this document, rather send an email to [compliance@asdan.org.uk](mailto:compliance@asdan.org.uk) with the correction.
2. The section in grey (sample) can be ignored as this is subject to change. This final sample will be confirmed at least 10 days before the EQA Review.



**B: Centre Candidate Registration Form with unit status highlighted in RAG**

**Candidate Registration & Submission: CoPE**  
 Centre: xxxxxxxxxxxxxxxxxxxx  
 Network Co-ordinator: xxxxxxxxxxxxxxxxxxxx  
 Moderation: 31570 (On Request)  
 Date: 25/07/2021  
 Lead Moderator: xxxxxxxxxxxx  
 Contact: xxxxxxxxxxxxxxxxxxxx

Learner ID	Forenam	Surname	Gender	ASDAN Only																				Unit Achieved														
				Unit	Ass.	Unit	Ass.	Unit	Ass.	Unit	Ass.	Unit	Ass.	Unit	Ass.	Unit	Ass.	Unit	Ass.	Unit	Ass.	Unit	Ass.															
123456	A	B	Female			WO2	LR					LP2	LR					PS2	LR					R2	LR					D2	LR					OP2	LR	
123456	C	D	Male	WO1	GM			LP1	GM					PS1	GM					R1	GM					D1	GM					OP1	GM					
123456	I	J	Female			WO2	LR					LP2	LR					PS2	LR					R2	LR					D2	LR					OP2	LR	
123456	E	F	Female			WO2	LR					LP2	LR					PS2	LR					R2	LR					D2	LR					OP2	LR	
123456	G	H	Female			WO2	LR					LP2	LR					PS2	LR					R2	LR					D2	LR					OP2	LR	
123456	K	L	Male			WO2	LR					LP2	LR					PS2	LR					R2	LR					D2	LR					OP2	LR	

Key: Sampled

Total Candidates: 6  
 Total Units: 36  
 Total Samples: TBC

ASDAN Only

EM Signature: \_\_\_\_\_

EM Date: \_\_\_\_\_

QA Signature: \_\_\_\_\_

QA Date: \_\_\_\_\_

**Key Colour Code for Centre**

Please highlight the units that are:

Complete

Partially Complete

Not started but had been sheduled for completion

Partially Complete and minimum threshold met

---

100% Complete portfolio indicated by Learner ID

---

Candidate to be withdrawn

---

Unit Award only - minimum threshold not met

**Additional Notes**

1. Please do not correct errors such as unit level, spelling, unit code on this document, rather send an email to [compliance@asdan.org.uk](mailto:compliance@asdan.org.uk) with the correction

2. The section in gray (sample) can be ignored as this is subject to change. This final sample will be confirmed at least 10 days before the EQA Review.


# Addendum

## C: Updated Candidate Registration Form with sample highlighted in grey

Applicable for **partially completed units only**.

The sample was changed as the centre indicated that the learner had been withdrawn.

Note the sections in grey – these indicate the candidates selected in the sample, therefore candidate evidence for candidates A B, C D and K L will need to be sent to the EQA reviewing the evidence at least one week prior to the booked review date.



**C: Updated Candidate Registration Form with sample highlighted in Grey**

**Candidate Registration & Submission: CoPE**  
 Centre: xxxxxxxxxxxxxxxxxxxx  
 Network Co-ordinator: xxxxxxxxxxxxxxxxxxxx  
 Moderation: 111111 (On Request)  
 Date: 25/07/2021  
 Lead Moderator: xxxxxxxxxxxxxxxx  
 Contact: xxxxxxxxxxxxxxxxxxxx

																										Comments			
Learner ID	Forename	Surname	Gender	Unit	Ass.	Unit	Ass.	Unit	Ass.	Unit	Ass.	Unit	Ass.	Unit	Ass.	Unit	Ass.	Unit	Ass.	Unit	Ass.	Unit	Ass.	Unit	Ass.	Unit	Ass.	Unit Achieved	
123456	A	B	Female			WO2	LR			LP2	LR			PS2	LR			R2	LR			D2	LR			OP2	LR		Sample remained the same
123456	C	D	Male	WO1	GM			LP1	GM			PS1	GM			R1	GM			D1	GM			OP1	GM				Sample remained the same
123456	E	F	Female			WO2	LR			LP2	LR			PS2	LR			R2	LR			D2	LR			OP2	LR		
123456	G	H	Female			WO2	LR			LP2	LR			PS2	LR			R2	LR			D2	LR			OP2	LR		
123456	I	J	Female			WO2	LR			LP2	LR			PS2	LR			R2	LR			D2	LR			OP2	LR		Candidate withdrawn
123456	K	L	Female			WO2	LR			LP2	LR			PS2	LR			R2	LR			D2	LR			OP2	LR		Sample changed

Key: Sampled

Total Candidates: 6  
 Total Units: 36  
 Total Samples: TBC

ASDAN Only
EM Signature:
EM Date:
QA Signature:
QA Date:

# Addendum

## 1.2 Head of Centre Declaration Form

The candidate number can be found on the Candidate Registration Form and is listed as the **Learner ID**.

ASDAN Centre Evidence Declaration Form: summer 2021

<b>Centre name</b>		<b>Centre number</b>	
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This form should be retained by the centre and a copy sent to the Compliance Manager reviewing the submission for 2021.

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**AoPE**       **CoPE**       **Employability**   
**PP2012**       **PP2020**       **PSD**       **WKS**


---

Please list the candidate submission status that is being submitted for 2021 as **Complete/Partially Complete**. For more information, please see the **Centre Guidance to Awarding 2021**.

Requests for moderation based on a partially completed submission can only be provided to ASDAN, after the quality assurance process has been completed by the centre and must not, under any circumstances, be shared with learners, or their parents/carers or any other individuals outside the centre, before results have been reviewed and awarded by ASDAN.

*Please note that individual unit submission details must be provided on the Candidate Registration Form that has been emailed to you with this declaration. The Candidate Number is listed as the Learner ID on the Candidate Registration Form*

Candidate Number	Qualification and Level	Status of completion
Candidate Number	Qualification and Level	Status of completion
Candidate Number	Qualification and Level	Status of completion
Candidate Number	Qualification and Level	Status of completion
Candidate Number	Qualification and Level	Status of completion
Candidate Number	Qualification and Level	Status of completion

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# Addendum

## ASDAN Centre Evidence Declaration Form: summer 2021

<b>Candidate Number</b>	<b>Qualification and Level</b>	<b>Status of completion</b>
Candidate Number	Qualification and Level	Status of completion
Candidate Number	Qualification and Level	Status of completion
Candidate Number	Qualification and Level	Status of completion
Candidate Number	Qualification and Level	Status of completion
Candidate Number	Qualification and Level	Status of completion
Candidate Number	Qualification and Level	Status of completion
Candidate Number	Qualification and Level	Status of completion
Candidate Number	Qualification and Level	Status of completion
Candidate Number	Qualification and Level	Status of completion

Should there be more than 15 candidates involved in this submission please duplicate this page.

### **Authentication of candidate's evidence:**

This declaration is to certify that assessments have been conducted in accordance with the specifications outlined in the Standards with Guidance or Specification and that every reasonable step has been taken to authenticate the evidence presented as the candidates own work.

Any assistance provided to the learner, including special consideration that deviates from the normal assistance provided to the class has been noted by the assessor on the assessment checklist – *Assessor Declaration*. The pass therefore has been awarded to reflect the candidate's independent achievement of the learning objective.



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# Addendum

## ASDAN Centre Evidence Declaration Form: summer 2021

**Teacher/Assessor signatures** – those responsible for assessment

**Internal Standardisation of assessment:**

The centre has standardised assessment across different teachers/assessors in order to ensure that all candidates at the centre have been judged against the same standards. If two or more assessors are involved in the assessment of a candidate, one of them has been designated as responsible for standardising the assessments of all teachers/assessors.

I confirm that the procedure described in the standards with guidance / specification has been followed to ensure that all assessments are of the same standard and that I have marked the work of the candidate. Should there be more than four teacher/assessors involved in this submission please duplicate this page.

**Teacher/Assessor one**

Signature

Print name

**Teacher/Assessor two**

Signature

Print name

**Teacher/Assessor three**

Signature

Print name

**Teacher/Assessor four**

Signature

Print name



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# Addendum

## ASDAN Centre Evidence Declaration Form: summer 2021

**Internal moderation signatures** – those responsible for sampling and internal moderation

**Internal Quality Assurance:**

The centre has reviewed a sample of assessments and evaluated the assessment practices to determine that the assessment has been conducted in a consistent and fair manner.

I confirm that the assessment practices have been followed consistently and fairly to ensure that all assessments are of the same standard and that I reviewed a sample of assessments to come to this conclusion.

**Internal moderator one**

Signature

Print name

**Internal moderator two**

Signature

Print name



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# Addendum

## ASDAN Centre Evidence Declaration Form: summer 2021

### Head of Centre declaration (or a deputy where Head of Centre is not available)

*I confirm that the teacher assessment grades (TAGs) provided to ASDAN, and the evidence to support submission, have been checked for accuracy, reviewed by a second member of staff and are accurate and represent the professional judgements made by my staff, that entries were appropriate for each candidate and that each candidate has no more than one entry per qualification. Having reviewed the relevant processes and data, I am confident that they honestly and fairly represent the pass results that these candidates would have achieved if they had had their portfolio moderated as planned, and that they have not been disclosed to either the candidate or their parent/guardian.*

*I understand that ASDAN will conduct an evidence-based quality assurance review, and that, if the profile of results submitted is substantially different from what might be expected based on my centre's historical results, and/or the evidence submitted does not meet the minimum evidential requirement, and/or does not allow a safe result for my candidates to be calculated, it will not be possible to provide a result for my candidates at the present time.*

### Head of Centre (or deputy):

Signature

Print name

### Date:

We trust that you have ensured that no learner was unfairly advantaged or disadvantaged. We may investigate any attempts to undermine this system which might be regarded as malpractice.

**Please email this document to [compliance@asdan.org.uk](mailto:compliance@asdan.org.uk) within 15 days of your confirmed moderation (EQA review). This can be emailed with the revised Candidate Registration Form.**



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**ASDAN**

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