



Milestone Academy – ASDAN Registration and  
Certification Process Policy

ASDAN EXAM BOARD [www.asdan.org.uk](http://www.asdan.org.uk) 0117 954 8316

Centre Number: 61916

Log In: Janet Tidmas or Liesl Andersson

No GCSE exams, vocational courses for lower learning ability pupils.

Coursework is moderated once a year during term 5 for both Personal Social Development (PSD) and Personal Progress (PP) courses.

Teachers: L. Andersson, G. Whitlock, J. Doddington, C. Sawyers, K. Collinson, S. Bailey & T. Brock

**ON DEMAND MODERATION**

One date set per year usually JUNE.

Pupil numbers purchased by PSD or PP via website Sept/Oct.

Pupil names registered 1 month before moderation date.

Work sent 7 days before moderation date.

**BOOK MODERATION FOR JUNE IN JANUARY.**

SEPT/OCT — "Buy Candidate Registrations" (just numbers at this stage). Purchase by candidate NOT unit i.e. per person for PP & PSD via the website. Raise a purchase order and provide a manual order number which will be directed by Finance.

JANUARY — Book June moderation by completing the "Request moderation" form on the ASDAN website.

All pupils being registered via the ASDAN website at least 4 weeks before date of moderation window.

May — Assistant Principal or Phase Leader to register pupils (names and moderated units) via the website at least 4 weeks before the agreed moderation date. Assistant Principal or Phase Leader (whoever did not enter) to check accuracy of entries including correct unit and level and correct spelling of names. Any errors should be immediately notified to ASDAN external moderator and correct information sent. Print any screens that contain registration details. Following registration ASDAN will advise by email a submission form outlining the pupil entries and sample files they wish to see and the moderators name and address. Send this email to the relevant teachers to check through all the details and request them to email confirmation back. Advise the relevant teachers - you should be holding ALL moderated work for ALL pupils registered and entered. Ensure that the files are ready to send, all documents and forms completed and that the files are in line with the exam board requirements for external moderations. Teachers will provide the front cover sheet to go with the work.

MODERATION DATE — ALL work sent to the moderators as detailed by ASDAN on sample request email. This work must be sent in the correct packaging as per email instruction. Keep own records as proof of timings and postage etc. Send by recorded and special delivery for next day by 1.00pm. These samples must be received by the moderator at least 2 days before the moderation date.

CERTIFICATION —On receipt of certificates from ASDAN Exams Officer to cross check with registration forms to confirm that candidate and unit details are correct. Photocopy the certificates, keep original in pupil folder in filing cabinet and pass copies to form tutor for distribution to pupils.