Moderations explained

Key:
- Choices
- Member actions
- Milestones
- ASDAN actions

Qualifications

This process applies to all ASDAN qualifications **except** EPQ.

Programmes

This process applies to ASDAN PDP or PfA programmes **only**.

Course starts

Create cohort and select expected moderation date. The expected moderation date is for planning purposes. It does not book a moderation.

Request moderation. To request a moderation within the academic year, please submit before 31 October.

Book moderation

- Meeting
- Postal

ASDAN confirm moderation date

Confirm learner details and update units. Include learners, units and assessors. This must be completed four weeks before the confirmed moderation date.

ASDAN confirm sample for moderation

- Visit
  - **Prepare sample for External Quality Assurer (EQA) visit.**
- Postal
  - **Send sample to EQA.** Must arrive a week before the confirmed moderation date.
- **Take sample to meeting.** Sample will be peer-moderated by another ASDAN member.
- **Send sample to Relationship Manager.** Must arrive a week before the confirmed moderation date.

Moderation takes place

ASDAN confirm moderation outcome

View learner outcomes and feedback. View learner outcomes and moderation feedback on the members' dashboard.

View learner outcomes. View learner outcomes on the members' dashboard.

Certificates sent to members

ASDAN

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