

# ASSESSMENT REGULATIONS

Please read these regulations in conjunction with **Signature Qualification Specification** and **Signature General Regulations** on our website.

## PART 1 of 3 Entering Candidates for Assessment

### 1.1 Reasonable adjustments for candidates with particular assessment requirements

Centres requesting a reasonable adjustment on behalf of a candidate should make the request when they register the candidate on-line.

Signature will contact the centre to indicate whether the adjustment requested has been approved. Centres should not assume that all requests for reasonable adjustments will be approved.

Awarding bodies are responsible for assuring and maintaining the assessment standards within each of their qualifications. The Disability Discrimination Act (DDA) and other provisions allow for 'reasonable adjustments' to the assessment process, to make it more accessible under certain circumstances. Awarding Bodies are not required to alter the assessment standards themselves, if these are a justifiable measure of the competence that is being assessed. Reasonable adjustments must not give the candidate an unfair advantage or disadvantage in relation to other candidates taking the assessment.

Before requesting a reasonable adjustment on behalf of a candidate, the centre should be satisfied that the adjustment applied for will enable the candidate to attempt to meet the same standards of assessment as a candidate without the disability, difficulty or special need concerned.

### 1.2 Candidate registration

**Signature will only accept candidate registrations from centres that are approved to offer this qualification.**

Approved centres can register candidates on-line for this unit without giving advance notice to Signature, using the on-line Candidate Registration process on the Signature website.

Centres should provide the Signature unique learner ID number, if the candidate already has one. New candidates will be issued with a unique learner ID number by Signature. Centres should also provide the national Unique Learner Number (ULN), if the candidate already has one. New candidates should be allocated a national ULN by the centre. This number should be entered in the appropriate field.

Signature will acknowledge on-line registration of candidates by email.

Centres will be invoiced for candidate registration fees. Centres wishing to use an official purchase order should quote the order number on the on-line registration form.



## PART 2 of 3

### Carrying out the Assessment

#### 2.1 Appointment of teacher-assessors for Unit BSL101

It is the responsibility of each centre to appoint suitably qualified and experienced people to act as teacher-assessors. Centres are responsible for briefing teacher-assessors and for ensuring that they are familiar with the appropriate regulations governing the conduct of Signature internal assessment, and responsible for ensuring that Signature regulations are followed.

See General Regulations point 10.

#### 2.2 Assessment of candidates

The assessment specification outlined in the unit specification must be followed.

The assessment must be carried out under 'examination conditions': that is, the candidate must not receive help from anyone during the assessment. The teacher-assessor must sign the Candidate Assessment Record (CAR) Form to this effect.

The assessment is carried out at a time deemed appropriate by the centre and teacher-assessor. This can be at any time during the learning time for this unit. It is not necessary to assess all items, or all candidates, at the same time.

##### Assessment carried out at the end of the unit learning time:

The entire assessment for each candidate must be recorded on an unused acceptable recording medium. More than one DVD/tape may be used depending on length, as long as each DVD/tape is fully used before starting a new one. The DVD/tape may be switched off in between candidates' assessments. Both the candidate and the teacher involved in the assessment must be visible on the recording.

Signature no longer accepts VHS and Hi8/8mm tapes. Acceptable formats are Mini DV tapes and DVDs.

The centre is responsible for ensuring that suitable electrically-operated (not battery) equipment is provided and in good working order.

The teacher-assessor must switch on the electrically operated (not battery) recording equipment at the start of the assessment. The teacher-assessor must begin the assessment of each candidate by asking them to fingerspell their full name in order to identify themselves. **This will form part of the assessment of this unit.**

The teacher-assessor is responsible for marking the CAR form appropriately.

If upon marking, a candidate's criteria have not been completed, it is possible to film the missing aspects onto either the end of the candidate's assessment or the end of the tape, providing Signature is informed of this. The assessments must not be edited.

The Application for Achievement Form must show the order in which the candidates appear on the acceptable recording medium.



## Preparing the assessment room:

The assessment room:

- must be identified by an appropriate sign outside the room;
- must not contain displays of material which could be deemed to be of assistance to candidates in their completion of the assessment, however teacher-assessors may have materials to assist them with the assessment;
- must be set up correctly for the best position for the candidate to be shown on the recording.

## Teacher-assessors must ensure that:

- mobile telephones are switched off;
- they carry out adequate checks to confirm the identity of all candidates;
- candidates do not bring into the assessment room any items/materials/equipment unless agreed to by Signature beforehand. This includes notes that may have been made prior to the assessment by the candidates;
- any unauthorised items/materials/equipment are collected and placed out of the reach of candidates;
- candidates are informed that they are now subject to the rules of the assessment;
- they operate the acceptable recording equipment;
- they supervise candidates throughout the whole assessment. They must be alert and observe candidates at all times;
- they do not take part in the assessment as a candidate;
- the candidate is not distracted or disturbed during the assessment.

They must use only the CAR forms supplied by Signature in the unit/qualification specification. **This is available on page 6 of the BSL101 unit specification and must be photocopied for each candidate.**

## 2.3 Misconduct

If the teacher-assessor or assessment co-ordinator observes any misconduct, they must take steps to stop it.

They should:

- inform the candidate of what they propose to do;
- make a note on the Application for Achievement Form;
- note the time of the action;
- send an email to Signature (quoting the assessment ID) with a brief description of the incident.

## 2.4 Emergencies

If an emergency occurs during the assessment, e.g. fire alarm, bomb warning:

- the assessment room must be evacuated in accordance with the instructions of the appropriate authority;
- a report detailing the date and time of the incident must be sent to Signature;
- if the candidates have been closely supervised and the teacher-assessor can be assured that there has been no breach of assessment security, i.e. candidates did not communicate with each other, nor any other person, nor consult any books or notes whilst they were out of the assessment room, then the assessment may be resumed and the full time given;
- if the security of the assessment has been compromised or the timing of the assessment is integral to the assessment, the centre should make a note on the Application for Achievement Form, and send an email to Signature (quoting the assessment ID) describing the incident and, where appropriate, requesting special consideration on behalf of the candidates.



## PART 3 of 3

### After the Assessment

#### 3.1 Application for achievement

The Application for Achievement Form (AAF) for each assessment can be downloaded from the centre portal on the Signature website.

Centres must:

- ensure that the CAR form (see page 6 of BSL101 unit specification) is correctly completed for each candidate, showing a tick for each item achieved and the total/results in both the Production and Reception columns;
- ensure that the AAF is correctly completed:
  - complete the DVD/tape order column,
  - sign the authenticity and DVD/tape statement,
  - ensure that candidates have checked that the spelling of their names is correct,
  - ensure that candidates have signed it,
  - keep the signed copy and submit details online;

**Signature reserves the right to refuse to process any Application for Achievement Forms which have not been sent in accordance with these instructions.**

- ensure that all candidates' recordings are viewable;
- where individual DVD/tapes have been used, ensure that the candidate's name and the assessment ID are on the inside and outside cover;
- **ensure that they make and keep a copy of the DVDs/tapes of candidate work.** Signature is happy to provide guidance about how copies of assessment DVD/tapes can be made.
- ensure that the Application for Achievement Form is completed online **within 7 working days of the assessment date.** Any information received after this date may not be accepted.

Centres should not post AAFs, CAR forms or tapes unless requested by Signature.

#### 3.2 External quality assurance

On receipt of the online Application for Achievement Form, Signature may request candidates' recorded evidence and CAR forms to be sent to Signature for external quality assurance purposes, prior to issuing results.

If, as a result of external quality assurance, there is cause for concern about the assessment standard, results may be delayed beyond the normal processing time. Signature may send a moderator to the centre as an alternative to calling in the recorded evidence.

Candidates' evidence will be viewed by Signature approved staff only.

#### 3.3 Issue of results

Signature will issue the results of the assessment online within 8 weeks of the assessment date, for onward distribution to candidates.

Signature will issue results and/or certificates using the spelling of the name as it appears on the AAF. It is important that the candidate has verified that the spelling is correct. Duplicate copies of certificates will be charged for.



### 3.4 Appeals

See Signature's website for Appeals Policy.

### 3.5 Retention of evidence

Centres must retain candidates' recorded evidence and the signed AAF. This must be stored in a locked cabinet for a period of 12 months.

