

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 should register candidates on-line for this unit at least 14 days prior to the assessment date, using the on-line Candidate Registration process on the Signature website. The assessment date is chosen by the teacher. It is the date when the assessment will be carried out.

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.

Following submission of candidate registrations, centres can access the Application for Achievement Form via the centre portal.

1.3 Changes to assessment arrangements

Centres wishing to change arrangements for their assessments already submitted to Signature (e.g. change of date or adding/deleting candidates) must contact their Signature Customer Support Officer. Charges may apply. Signature cannot guarantee that all the changes requested can be accommodated.

Fees will not be refunded for candidates who withdraw from an assessment once the candidate registration has been submitted, unless medical evidence or details of bereavement are received.



1.4 Confirmation of assessment arrangements

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

Ten days prior to the assessment date, Signature will send assessment materials to the centre. The assessment materials will be provided in a sealed envelope. This must be kept secure until the day of the assessment and must not be communicated to candidates until they are in the preparation room, on the agreed date/time of the assessment.

PART 2 of 3

Carrying out the Assessment

2.1 Appointment of invigilator for Unit K101

See also General Regulations on Signature's website.

It is the responsibility of each centre to appoint suitably qualified and experienced people to act as invigilators. Centres are responsible for briefing invigilators and for ensuring that the invigilator conducts the assessment in accordance with Signature regulations. The invigilator may not take part in the assessment as a candidate.

2.2 Assessment of candidates

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

Assessment must be carried out under 'examination conditions', that is, the candidate must not receive help from anyone during the assessment. The invigilator must ensure that candidates are not distracted or disturbed during the assessment. The invigilator must sign the Application for Achievement Form to confirm the authenticity of the work.



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.

Invigilators must ensure that:

- adequate checks are carried out to confirm the identity of all candidates;
- candidates have checked that the spelling of their names is correct on the Application for Achievement Form;
- candidates have signed the Application for Achievement Form;
- mobile telephones are switched off;
- candidates do not bring any unauthorised items into the assessment room unless agreed to by Signature beforehand;
- no one else is present in the assessment room other than the invigilator and candidates, unless agreed to by Signature beforehand;
- candidates are informed that they are now subject to the rules of the assessment;
- they open the packets of assessment papers and distribute to candidates no earlier than five minutes before the start of the assessment;
- only the official assessment paperwork is issued to candidates;
- they check that candidates have the correct papers (If you discover there are insufficient papers for the number of candidates on the Application for Achievement Form, you must ring Signature and seek advice);
- candidates are advised of any errors on the papers;
- candidates are given clear instructions on how to complete their assessment papers and ensure they know what personal details they need to enter, including an ID number;

The assessment is recorded on the assessment paper where the candidate will tick the boxes according to the instructions for each question.

- candidates are reminded that they must not communicate with any other candidate during the assessment period;
- announce clearly when candidates can begin.



During the assessment, invigilators will supervise candidates throughout the whole assessment. They must be alert and observe candidates at all times.

2.3 Late arrival of candidates

At the discretion of the centre, candidates who arrive after the timetabled start of the assessment may be allowed to continue with their assessment.

2.4 Misconduct

If an invigilator observes any misconduct, they must take steps to stop it. The invigilator should:

- inform the candidate of what they propose to do;
- sign the candidate assessment paper at the point where they became aware of the misconduct;
- note the time of the action;
- enclose with the candidate assessment papers a brief statement describing the incident;
- describe any effect on the other candidates.

2.5 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 and co-ordinator 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.

Invigilators must:

- ensure that the AAF is correctly completed:
 - sign in the appropriate place as invigilator,
 - ensure that candidates have checked that the spelling of their names is correct,
 - ensure that candidates have signed the form;

Signature reserves the right to refuse to process any AAF which has not been sent in accordance with these instructions.

- ensure that the **candidate's assessment paper** is completed correctly with each candidates' details;
- ensure that the candidate's name and the assessment ID are on the candidate assessment paper;
- ensure that the AAF, and assessment papers are sent to Signature **within seven days of the assessment date**. Any information received after this date will not be accepted;
- return any unused assessment papers.

Signature cannot be held responsible for any loss or damage of assessment materials during transit. **Centres must not copy the assessment materials under any circumstances.**



3.2 External Quality Assurance

On receipt of the Application for Achievement Form and assessment material, Signature will arrange for candidates' work to be marked, and further quality assurance checks will be carried out prior to issuing results.

If, as a result of quality assurance checks, there is cause for concern about the assessment, Signature may check the papers from the whole group of candidates. In these circumstances results may be delayed beyond the normal processing time.

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

3.3 Issue of results

Signature will issue the results of the assessment online within eight weeks of the assessment date, for onward distribution to candidates. Centres will be notified by email when results are ready.

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

3.4 Appeals

See Signature's website for appeals policy.

3.5 Retention of evidence

Signature will retain the candidates' evidence and signed AAF for a period of 12 months.

