

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. The assessment date is chosen by the teacher-assessor. It is the date when the teacher-assessor is confident that **all parts of the assessment for all candidates in the group will be completed.**

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

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

Please refer to the Assessment Specification, Assessment Criteria, Teacher-Assessor Guidance, and Task Sheets 1 to 3 in the T101 Unit Specification for information on carrying out the assessment.

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.

Teachers must:

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

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

- ensure that the Candidate Assessment Record Form is fully completed for the group;
- ensure that the AAF is completed online **within 7 days of the assessment date**. Any information received after this date will not be accepted.

3.2 External Quality Assurance

On receipt of the online AAF, Signature may request 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 certificates will be charged for.



3.4 Appeals

See Signature's website for Appeals Policy.

3.5 Retention of evidence

Signature will retain Candidate Assessment Record Forms in connection with candidates' appeals for a period of 12 months.

