Level 4 Certificate in Irish Sign Language

Unit ISL420 - Extended Sign Language Linguistics

ASSESSMENT REGULATIONS

Please read these regulations in conjunction with Signature Qualification Specification 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 must make the request when they register the candidate online via 'My Signature'. Following this, all supporting medical evidence must be sent to Signature.

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 Equality Act (2010) 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. Please read the Reasonable Adjustment to Assessment Arrangements policy, available on Signature website.

1.2 Candidate registration

Signature will only accept candidate registrations from centres that are approved to offer this qualification. Centres must also be approved at the time of the assessment taking place.

Approved centres must register candidates online, for this unit, via 'My Signature' at least 14 days prior to the assessment date, using the Candidate Registration process. The assessment date is chosen by the teacher or centre. It is the date when the registered candidates will have already completed all internally assessed parts of the assessment and will complete the written assessment (part 5), as one group.

Please note: The evidence collected for parts 1 to 4 should have been internally assessed by the appropriately qualified staff at the centre prior to the assessment date.

Centres must register existing candidates using their Signature unique learner ID number. New candidates will be issued with a unique learner ID number, by Signature, upon registration. Centres should also enter the candidates national Unique Learner Number (ULN) in to the appropriate field. New candidates should be allocated a national ULN by the centre.

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

Following submission of the assessment request, centres will receive an email to confirm that the assessment has been processed.

1.3 Changes to assessment arrangements

The centre administrator can change the date of an assessment after submission providing the new date still allows for the notice period stipulated in these regulations. This should be done via 'My Signature' in the 'view assessments' section.

The centre administrator can add candidates to an assessment after submission during the period between the assessment being booked and the notice period stipulated in these regulations. No additions can be accepted after the minimum notice period allowance. This should be done via 'My Signature' in the 'view assessments' section.

Once within the minimum notice period for the assessment if, for any reason, a candidate registered on the submitted assessment, cannot attend at the time or on the date of the assessment, the centre must not permit the candidate to take the assessment at any other time or on any other date. The centre must mark the candidate as 'not assessed'. If the centre does allow the candidate to complete the assessment at any other time or on any date, other than the agreed assessment date, it will be marked as not assessed by Signature.

Candidates who withdraw from an assessment, due to medical or bereavement reasons, will be entitled to a full refund of their candidate registration fee upon production of appropriate evidence.

Under exceptional circumstances, centres may request to change arrangements for their assessments already submitted to Signature. Centres must contact their Signature Customer Support Officer. Signature cannot guarantee that all the changes requested can be accommodated. Charges may apply.

1.4 Assessment arrangements

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

assessment room, on the agreed date/time of the assessment. Any problems should be reported to your Signature Customer Support Officer immediately.

The content of all assessment materials is strictly confidential. The centre must not discuss or show the content of any assessment materials (DVD/assessment papers/topic titles) to candidates or any other third party before the assessment takes place. A breach of this regulation would be considered malpractice and the centre would be dealt with accordingly. Please refer to Signature's Malpractice Policy on the website.

PART 2 of 3

Carrying out the Assessment

The assessment is administered by the invigilator on the assessment date requested by the centre and agreed by Signature. Assessments must be carried out under 'examination conditions', that is, the candidate must not receive help from anyone during the assessment.

2.1 Appointment of invigilator

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 they are familiar with the appropriate regulations governing the conduct of Signature external assessments. Invigilators act for the centre, and are responsible for ensuring that Signature regulations are followed.

2.2 Rooming requirements

The centre will provide a suitable room for the assessment.

The assessment room:

- must be identified by an appropriate sign outside the room

- no unauthorised personnel are allowed in the assessment room. Where another person has been given permission by Signature to be in the assessment room (for example as a result of a reasonable adjustment request), Signature will have informed the centre in advance
- must not contain displays of material which could be deemed to be of assistance to candidates in their completion of the assessment

2.3 Preparing for the assessment

When candidates arrive for their assessment, the assessment invigilator will:

- ensure that mobile telephones are switched off
- carry out adequate checks to confirm the identity of all candidates
- ensure that candidates have checked that the spelling of their names is correct on the Application for Achievement Form (AAF)
- ensure that candidates have signed the Application for Achievement Form (AAF)

The Application for Achievement Form (AAF) for each assessment can be downloaded on-line from 'My Signature'. Candidates whose names do not appear on the AAF must not be permitted to take the assessment.

- ensure that candidates do not take any unauthorised items into the assessment room unless agreed to by Signature beforehand
- inform candidates that they are now subject to the rules of the assessment

Before starting the assessment

The invigilator must ensure that:

- assessment papers are distributed to candidates no earlier than five minutes before the start of the assessment. **If the centre discovers there are insufficient papers for the number of candidates on the Application for Achievement Form (AAF), they must contact their Customer Support Officer and seek advice**
- only the official assessment papers are issued to candidates, unless previously agreed by Signature

- candidates are given clear instructions on how to complete their assessment papers and are told what personal details they need to enter on to the paper
- candidates are advised that they must not make notes on the assessment paper.
- candidates understand that they must cross out any incorrect answer they have entered, initial the error and continue with their possible answer. This must be done clearly as answers that are unclear will be invalid.
- candidates are reminded that they must not communicate with any other candidate during the assessment period
- they announce clearly when candidates can begin

2.4 Assessment of candidates

During the assessment

The invigilator will:

- supervise candidates throughout the whole assessment. They must be alert and observe candidates at all times
- not take part in the assessment as a candidate
- ensure that candidates are not distracted or disturbed during the assessment.
- ensure that no coaching or other assistance is given to candidates, except where previously agreed by Signature
- ensure the candidates have a maximum of **60 minutes** to complete their answers on the assessment papers
- **ensure that assessment materials are not copied under any circumstances. Copying is:**
  - **photocopying the papers**
  - **writing the questions down/making a note of the questions contained in assessment papers**
  - **taking photographs or videos of the assessment materials**
  - **taking copies of the assessment materials on USB/phones/tablets or any other format**

This list is not exhaustive. Copying of the assessment materials of any kind would be deemed as malpractice and the centre would be dealt with accordingly. Please refer to Signature's Malpractice Policy on the website.

2.5 Late arrival of candidates

Candidates who arrive after the timetabled start of the assessment will not be allowed to enter the room.

2.6 Misconduct

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

They 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
- make a note on the Application for Achievement Form
- note the time of the action
- enclose with the candidate assessment papers, or email their Customer Support Officer (quoting the assessment ID) with a brief description of the incident
- describe any affect on the other candidates.

2.7 Special Consideration/Emergencies

Please see Signature's website for Special Consideration policy.

Special consideration may be agreed for candidates where performance in an assessment is affected by unforeseen circumstances.

If an unforeseen circumstance affects a candidate's performance in their assessment, the teacher should:

- **permit the candidate to carry on with their assessment from where the candidate left off, prior to the unforeseen circumstance.** This assessment would only be considered for marking by Signature if:
  a) the candidate is willing and able to carry on with their assessment
  b) if the candidate has been closely supervised and the teacher and co-ordinator can be assured that there has been no breach of assessment security, i.e. candidate did not communicate with any other person, nor consult any books or notes.
- ensure a special consideration request form is completed and sent to Signature

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
- 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
- if a candidate was affected by the emergency occurring during their assessment, the assessment must begin from where the candidate left off, prior to the emergency.
  This assessment would only be considered for marking by Signature if:
  a) the candidate is willing and able to carry on with their assessment
  b) if the candidate has been closely supervised and the teacher and co-ordinator can be assured that there has been no breach of assessment security, i.e. candidate did not communicate with any other person, nor consult any books or notes.
- a completed special consideration request form must be sent to Signature
- if the security of the assessment has been compromised or the timing of the assessment is integral to the assessment, the centre should complete a special consideration request form and send to Signature

PART 3 of 3

After the Assessment

3.1 Sending to Signature for marking

The Application for Achievement Form (AAF) for each assessment can be downloaded on-line from 'My Signature'.

Invigilators must:

- ensure that the Application for Achievement Form (AAF) is correctly completed:
  - sign in the appropriate place as invigilator
  - inform Signature of any incorrect spelling of candidates names
  - ensure that all candidates have signed the form

  Signature reserves the right to refuse to process any Application for Achievement Forms (AAF) which have not been sent in accordance with these instructions.
- ensure that the candidate's name and the assessment ID are on the candidate assessment paper
- **ensure that assessment materials are not copied under any circumstances. Copying is:**
  - **photocopying the papers**
  - **writing the questions down/making a note of the questions contained in assessment papers**
  - **taking photographs or videos of the assessment materials**
  - **taking copies of the assessment materials on USB/phones/tablets or any other format**

  This list is not exhaustive. Copying of the assessment materials of any kind would be deemed as malpractice and the centre would be dealt with accordingly. Please refer to Signature's Malpractice Policy on the website.
- ensure that the AAF, candidate assessment papers and completed Candidate Assessment Record forms (CARs) for parts 1 to 4 are sent to Signature **within seven days of the assessment date.** Signature cannot be held responsible for any loss or damage of assessment materials during transit so they may be sent by Recorded Delivery.
- return any unused assessment papers.

3.2 External quality assurance

If, as a result of quality assurance checks, there is cause for concern about the assessment, results may be delayed beyond the normal processing time.

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

3.3 Issue of results

Signature will issue the results of the assessment online within six weeks of assessment date for onward distribution to candidates. Signature will issue results using the spelling of the name as it appears on the Application for Achievement Form (AAF). It is important that the candidate has verified that the spelling is correct. Centres will be notified by email when results are ready.

3.4 Issue of certificates

Signature will issue certificates, for those who have achieved the full qualification, within four weeks of the results released date, for onward distribution to candidates. Signature will issue certificates using the spelling of the name as it appears on the Application for Achievement Form (AAF). It is important that the candidate has verified that the spelling is correct.
Credit certificates for single units are available, on written request, for those candidates who did not intend to complete the full qualification.

3.5 Appeals

See Signature's website for appeals procedure.