

## Level 3 Certificate in Lipspeaking

Unit LS301 - Prepare for Lipspeaking Assignments

# 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 on-line 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 for this assessment online, via 'My Signature' using the candidate registration process, without giving advanced notice to Signature. The assessment date is chosen by the teacher-assessor or centre. The candidates need to be registered no later than 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 (excludes Scotland) 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.

## **PART 2 of 3**

### **Carrying out the Assessment**

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

**The assessment is carried out at a time deemed appropriate by the centre and teacher-assessor but no later than the date of the assessment.**

**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 teacher-assessors**

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 on their role in the assessment, and for ensuring that they conduct the assessment in accordance with Signature regulations.

It is not compulsory for an invigilator to invigilate the assessment but the teacher-assessor must ensure that the assessment is carried out under exam conditions.

#### **2.2 Rooming requirements**

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 (however, teachers may have materials to assist them with the assessment)

## 2.3 Preparing for the assessment

**The centre must ensure that each candidate arrives in the waiting area in good time.**

It is advised that centres arrange a timetable to ensure a smooth operation of the assessments.

For a large number of candidates, it is suggested that the teacher take appropriate breaks.

When candidates arrive for their assessment, the assessment co-ordinator 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'.**

- ensure that candidates do not take any unauthorised items into the preparation room or assessment room unless agreed to by Signature beforehand
- inform candidates that they are now subject to the rules of the assessment
- instruct the candidates to leave the building once their assessment has finished, without communicating with other candidates waiting to be assessed

## 2.24 Assessment of Evidence

- Assessment of the candidates evidence can be carried out at any time during the learning programme.
- The centre will provide the scenarios
- Assessment will include
  - **2 written accounts of how to prepare for a lipspeaking assignment and the factors for consideration (between 750-1000 words).**

This should include the preparation the lipspeaker will undertake and explain why each element of preparation for lipspeaking task is important.

The work will cover all of the assessment criteria and should include evidence of logical considerations, practical and administrative issues, contractual arrangements, preparatory documentation, ethical considerations and working with other professionals.
- Assessment outcomes must be recorded using the Candidate Assessment Record (CAR) form provided in the unit/qualifications specification. This must be photocopied for each candidate.

## 2.5 Misconduct

If the teacher 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
- email their Customer Support Officer (quoting the assessment ID) with a brief description of the incident

## 2.6 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.**If the candidate re-starts their assessment from the beginning, this will be marked as not assessed.**
- 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.

**If the candidate re-starts their assessment from the beginning, this will be marked as not assessed.**

- 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 Informing Signature of Results

Centres must:

- ensure that the Candidate Assessment Record (CAR) form for the LS 301 unit (see unit specification) is correctly completed for each candidate, showing a tick for each assessment criteria achieved and the total/results
- ensure that the Application for Achievement Form (AAF) and results are correctly completed, on-line via 'My Signature', **within seven days of the assessment date**:
  - inform Signature of any incorrect spelling of candidates names
  - ensure that candidates have signed the form
  - keep the signed copy

**The Application for Achievement Form (AAF) for each assessment can be downloaded online from 'My Signature'.**

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

**Centres must not post Application for Achievement Form's (AAF) and Candidate Assessment Record forms (CAR), to Signature, unless requested for external quality assurance purposes.**

### **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.

### **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.

### **3.6 Retention of evidence**

Centres must securely store candidates' recorded evidence and signed Application for Achievement Form (AAF) for a period of three years. All evidence can be stored electronically if a centre desires.