

Level 3 Certificate in Lipspeaking

Unit LS303 – Develop your performance as a Lipspeaker

ASSESSMENT REGULATIONS

Please read these regulations in conjunction with Signature Qualification Specifications 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. Current legislation allows 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 knowledge or skill 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 unit on-line, via 'My Signature', using the candidate registration process, without giving advance notice to Signature. The assessment date is chosen by the teacher-assessor or centre. It is the date when the learning outcomes and assessment criteria have been met and the internal assessment has been completed. Centres should only register candidate(s) for each unit when the internal assessment is complete.

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 will apply.

PART 2 of 3

Assessment of Candidates Work

2.1 Appointment of teacher-assessor(s)

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, ensuring that they are familiar with the appropriate regulations, governing the conduct of Signature internal assessment and are responsible for ensuring that Signature regulations are followed.

They will be responsible for:

- managing the assessment process, from assessment planning to making and recording assessment decisions
- assessing evidence of the candidate's knowledge and understanding against the learning outcomes and assessment criteria in the unit specification
- ensuring that candidates' evidence is valid, authentic and sufficient
- maintaining accurate candidate assessment and achievement records as required by Signature (see 'My Signature' for teacher resources)

2.2 Assessment of Evidence

- Assessment of the candidates evidence can be carried out at any time during the learning programme.
- All evidence submitted for assessment must be included in a Portfolio of Evidence, which must be clearly referenced against the assessment criteria for each unit.
- Evidence of outcomes may be in the form of documentation, diaries, witness statements, classroom practice, peer feedback, personal statements and ultimately the reflective journal.
- 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.

PART 3 of 3

After the Assessment

3.1 Centre Responsibilities

Centres must:

- ensure that the Candidate Assessment Record (CAR) form is completed for each candidate, showing that all assessment criteria has been met
- ensure that the following is sent to Signature **within seven working days** of the assessment date:
 - Application for Achievement Form, which can be downloaded online via 'My Signature'.
 - Candidate Assessment Record (CAR) form for each candidate(s)
 - Candidate(s) journal and PDP plan recording a minimum of 30 hours

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

Signature cannot be held responsible for any loss or damage of assessment materials during transit. It is advisable for the centre to keep copies of any candidate(s) work sent in the post.

3.2 External Quality Assurance (moderation)

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.

4 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.

5 Issue of certificates

Signature will issue certificates, for those who have achieved the full qualification, within two 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.

6. Appeals

See Signature's website for appeals procedure.

7. 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.