

# 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 should make the request when they register the candidate online.

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.



## 1.2 Candidate registration

**Signature will only accept candidate registrations from centres that are approved to offer this qualification.**

Approved centres can register candidates online for this unit without giving advance notice to Signature, using the online Candidate Registration process on the Signature website. The assessment date is chosen by the teacher-assessor. It is the date when the centre will carry out assessment of the group. 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 will apply.

## **PART 2 of 3**

### **Carrying out the Assessment**

#### **2.1 Appointment of assessors for Unit T201**

It is the responsibility of the centre to train and appoint suitably experienced people to act as assessors.

#### **2.2 People involved in the assessment at the centre**

See assessment specification/criteria and assessment procedure, in the Unit Specification on our website, for information on carrying out the assessment. See also General Regulations on the Signature website.

##### **Assessment co-ordinator**

It is the responsibility of each centre to appoint an assessment co-ordinator. Centres are responsible for briefing assessment co-ordinators, and for ensuring that they are familiar with the appropriate regulations governing the conduct of external assessments.

Assessment co-ordinators should schedule a timetable in such a way that the assessor will have a minimum of 30 minutes break during the assessment period.

Centres should allow 15 minutes per candidate on the timetable, to enable assessors to complete their mark sheet.

Assessment co-ordinators act for the centre, and are responsible for ensuring that Signature regulations are followed.

#### **2.3 Assessment of candidates**

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

Assessment is administered by the centre internal assessor on the assessment date requested by the centre. It is the responsibility of the centre to appoint an assessor who

can assess all criteria within the assessment. Each candidate must be assessed individually, and at a separate time, to any other candidate.

Assessments must be carried out under 'examination conditions', that is, the candidate must not receive help from anyone during the assessment.

The centre should provide a waiting area for candidates - see General Regulations on Signature's website.

The candidate must select a topic of their own choice to talk to the assessor about for at least five minutes.

The centre must ensure that each candidate arrives in good time for their assessment.

### Preparing the assessment room

- Before the candidate(s) are admitted to the assessment room, the assessor ensures that the chairs to be used in the assessment are incorrectly placed.
- If circumstances allow, the assessor may also make changes to lighting and other environmental conditions, to allow the candidate to make appropriate adjustments to optimise communication during the assessment.

The assessor must ensure that they:

- carry out adequate checks to confirm the identity of all candidates
- ensure that the Application for Achievement Form is correctly completed:
  - candidates have checked that the spelling of their names is correct
  - candidates have signed the form
- mobile telephones are switched to silent (mobile phones may be used by the candidate as a means of communicating text during the assessment, so they are permitted in the assessment room but should not be allowed to disrupt the assessment, e.g. by receiving calls)
- candidates do not bring into the assessment room any items/materials/equipment unless agreed to by Signature beforehand
- any unauthorised items/materials/equipment are collected and placed out of the reach of candidates

- each candidate is collected, in turn, by the assessor
- candidates are informed that they are now subject to the rules of the assessment
- candidates are not distracted or disturbed during the assessment.

They must use only the CAR forms supplied by Signature in the unit/qualification specification. This is available on page 7 of the unit T201 specification and must be photocopied for each candidate.

## **2.4 Late arrival of candidates**

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

## **2.5 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.

## **2.6 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.
- 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:

- c) the candidate is willing and able to carry on with their assessment
  - d) 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

The Application for Achievement Form (AAF) for each assessment can be downloaded from the centre portal on the Signature website.

Centres must:

- ensure that a CAR Form (see page 7 of the T201 unit specification) is correctly completed for each candidate
- ensure that the Application for Achievement Form (AAF) is correctly completed:
  - sign in the appropriate place as assessor
  - ensure that candidates have checked that spelling of their names is correct
  - ensure that candidates have signed the form
  - keep the signed copy and submit details online.

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

- ensure that the AAF is completed online within seven working days of the assessment date. Any information received after this date may not be accepted.

Centres should not post AAFs or CARs unless requested by Signature.

#### 3.2 External Quality Assurance

Signature will carry out external quality assurance checks on the assessment of this unit by means of a suitably qualified signature assessor being present, on some occasions, at the centre. Candidates should be informed that there may be a second person present in the room for this purpose.

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.



### **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 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.

### **3.5 Appeals**

See Signature's website for appeals procedure.