

Level 1 Award in British Sign Language

Unit BSL 102 - Conversational British Sign Language

Unit BSL 103 - Communicate in British Sign Language about Everyday Life

ASSESSMENT REGULATIONS

Please read these regulations in conjunction with Signature Qualification Specification on our website.

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1.1 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 sessions taking place.

Approved centres must register candidates onto a Booking via IRIS when they are enrolled for the qualification. Please ensure that the candidate has verified the spelling of their name at the time of registering them on IRIS, as this name is used to generate certificates upon successful completion of the qualification.

Centres must register existing candidates using their name and/or 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.

1.2 Reasonable adjustments for candidates with particular assessment requirements

Please read the Reasonable Adjustment to Assessment Arrangements policy, available on Signature website.

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..

Centres requesting a reasonable adjustment must make the request when they add the candidate to a Session, and upload any supporting medical evidence.

Signature will respond to the request via the booking/session form to indicate whether the adjustment requested has been approved. Do not assume that all requests for reasonable adjustments will be approved.

1.3 Booking a Session

When candidates are ready to take assessments, they must create a Session under the Booking ID, at least 7 days prior to the session date.

For assessments that are to be taken remotely, we require 14 days notice of the session date. This is because some remote assessments will be chosen to be invigilated by a Signature appointed online invigilator who will be asked to view the assessment as it is taking place. We will notify you if your assessment is chosen for this purpose.

The session date is chosen by the centre. It is the date when all candidates registered on that Session will complete the assessment. Before finalising any Session please ensure the date, and the candidates registered on that session are correct. Any session must be finalised before the notice period stipulated in these regulations as changes cannot be made after. Under exceptional circumstances, centres may request to change arrangements for their finalised sessions by contacting Signature. Charges may apply.

If a centre does not finalise a session an administration fee may be charged.

Centres will be invoiced for candidate registration fees after the date of the session.

1.4 Changes to Sessions

Once the session is finalised any candidate who cannot attend, must not be permitted to take the assessment at any other time or on any other date. They must notify Signature by adding a public comment in the booking Form that the candidate did not attend.

Candidates who do not attend due to medical or bereavement reasons, will be entitled to a full refund of their candidate registration fee upon production of appropriate evidence.

1.5 Assessment Materials

Assessment topic titles will be issued to centres online, via the Session details page, 5 days prior to the assessment date. These must be kept secure until the day of the assessment and must not be communicated to candidates until they are in the preparation room, on the agreed date of the assessment.

The content of all assessment materials is strictly confidential. The centre must not discuss or show the content of ANY assessment materials 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.

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

2.1 People involved in the assessment at the centre

It is the responsibility the centre to appoint suitably qualified and experienced people to act as teachers. Signature requires centres to appoint a teacher **and** an assessment co-ordinator for face to face assessments.

a) Teacher

Centres are responsible for briefing teachers on their role in the assessment, and for ensuring that they conduct the assessment in accordance with Signature regulations. It is not acceptable for the teacher to also act as an assessment co-ordinator.

b) Assessment co-ordinator (Face to Face assessments only)

Centres are responsible for briefing assessment co-ordinators, and for ensuring that they are familiar with the regulations governing the conduct of external assessments and ensure Signature regulations are followed during assessments. The assessment co-ordinator may not take part in the assessment as a candidate or teacher.

2.2 Room requirements (Face to Face assessments only)

The centre will provide three rooms/areas and should be identified each by an appropriate sign

- The waiting room/area – where the candidate can wait undisturbed for their assessment
- The preparation room – for the candidate to view the topic titles and prepare undisturbed for their assessment
- The assessment room/area – a restricted area for the purpose of holding the assessment

No unauthorised personnel are allowed in these areas. Where another person has been given permission by Signature to be in these areas for example, as a result of a reasonable adjustment Signature will have informed the centre in advance.

These areas 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

Face to Face Assessments

Recording Equipment (Face to Face Assessments).

The centre is responsible for ensuring that suitable electronically-operated (not battery) equipment is provided and in good working order:

- Video recorder
- DVD recorder
- Tablet that complies with the following specification:
 - 5 or above megapixels
 - sufficient background lighting
 - does not automatically save via media accounts. i.e. itunes or icloud

- has a locking screen password (DDA)

The recording equipment must be the property of the centre and not an individual

Face to Face Assessments

Thirty minutes before the first candidate is due to arrive in the preparation room, or the scheduled time of the first remote candidate, the assessment co-ordinator will:

- give the teacher the three topic titles and ensure that the teacher goes to the assessment room to prepare for at least 20 minutes
- write the three topic titles on a flipchart or other suitable display in the preparation room. It is permissible for the choice of topic titles to be communicated to the candidate in BSL. No further coaching or other assistance with BSL can be given to candidates whilst in the preparation room, except where previously authorised by Signature.

It is advised that centres arrange a timetable to ensure smooth operation of the assessments. Please refer to the qualification specification, for an example of an assessment timetable.

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

The centre must ensure that all candidates arrive together in the waiting area in good time.

Remote Assessments.

Prior to the date of the assessment the centre must ask the candidate to download the chosen online video platform and ensure it is working on their laptop/tablet.

On the day of the assessment the teacher must arrange a suitable time with the candidate to send the topic titles for the assessment by email. This must be no more than 30 minutes before the actual time of the assessment.

2.4 Carrying out the assessment

Face to Face Assessments:

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
- remain in the waiting area with candidates waiting to be prepared (they do not need to be present in the preparation room).
- ensure candidates do not take 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
- at the appropriate time, instruct each candidate to move to the preparation room
- explain to candidates that they have **at least five minutes to prepare for the assessment**, and will be collected by the teacher
- instruct the candidate to leave the building once their assessment has finished, without communicating with other candidates waiting to be assessed.

It is permissible for the choice of topic titles to be communicated to the candidate in BSL.

The teacher must:

- collect each candidate in turn from the preparation room to carry out their assessment
- ensure that the camera is switched on for each candidate and that they are visible before the assessment starts. The teacher and candidate should **both** be viewable, in the viewing frame of the camera, and **all** BSL features fully visible.
- ensure sound is switched on during the recording of the assessment
- ensure that no other person is being recorded with the candidate and teacher
- ensure that no other person is in the assessment room (apart from the candidate and teacher). It is acceptable for a responsible person, authorised by the centre, to be present only to operate the video camera and/or time the assessment, providing that they do not disrupt or take part in the assessment
- ensure that each candidate fingerspells his/her name in full at the start of their assessment in order to identify themselves. This is not marked as part of the assessment and is not included in the assessment timing
- ensure the candidate sign their choice of topic title. This is not marked as part of the assessment and is not included in the assessment timing
- **start the assessment time** when the conversation starts.

- **switch off** the recording equipment after each candidate has finished their assessment
- check (before the candidate leaves the room) that the media is viewable. If their media is not viewable contact your Signature Customer Support Officer immediately.
- reset the media at the right place for the next candidate
- ensure candidates are not distracted or disturbed during their assessment.
- ensure the assessment is only completed once. No editing of the assessment is permitted. No additional recording can be made after the original assessment

Remote Assessment

If this is an assessment where we have asked for an remote invigilator to be present, please ensure the invigilator has been contacted by the teacher and invited to join the teacher on the online platform, prior to the assessment time and prior to the candidate joining so that they can see the checks below being carried out. You must also ensure that the invigilator can clearly see both the teacher and the candidate during the assessment time.

The teacher must:

- Carry out adequate checks to confirm the identify to the candidate
- Contact the candidate via online platform 5 minutes before their preparation/assessment time is due to start, to let them know that their assessment is about to begin.
- Ask the candidate to show them the room by asking them to do a sweep of the room with their laptop/tablet so that they can clearly see that no other person is present.
- Ask the candidate to place their laptop/tablet so that it is against a wall and that the area behind the candidate is clearly visible on camera.
- Ensure that the assessment recording function is working and that **the teacher and candidate are both on screen at the same time, and all BSL features fully visible.**
- Ensure sound is switched on during the recording of the assessment.
- Inform the candidate that they are now subject to examination conditions.
- Ensure that each candidate fingerspells his/her name in full at the start of their assessment in order to identify themselves. This is not marked as part of the assessment and is not included in the assessment timing.
- Ensure the candidate signs their choice of topic title. This is not marked as part of the assessment and is not included in the assessment timing.

- **Start the assessment time** when the conversation/presentation starts.
- Stop the recording equipment after each candidate has finished their assessment.
- Check (before the candidate signs out of the online video) that the media has recorded, is viewable and has been saved somewhere securely. If their media is not viewable contact your Signature Customer Support Officer immediately.
- Ensure candidates are not distracted or disturbed during their assessment.
- **Ensure the assessment is only completed once.** No editing of the assessment is permitted. No additional recording can be made after the original assessment.

2.4 Late arrival of candidates

Candidates who arrive after the timetabled start of their assessment may be allowed to complete their assessment. This is at the discretion of the centre and teacher.

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
- note the time of the action
- add a public comment to the booking giving a brief description of what happened for Signature to review.

2.6 Special Consideration/Emergencies

Please see Signature's Special Consideration policy.

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

If an emergency occurs during the assessment e.g fire alarm, bomb warning which may require the room to be evacuated.

If any of the above 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 or 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.

- add a public comment to the booking giving a brief description of what happened for Signature to review.

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After the Assessment

3.1 Appointment of external assessors

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

3.2 Uploading the assessment for marking

The centre must:

- ensure that all candidates' recordings are viewable
- that the recording is uploaded to IRIS against the correct candidate for marking **within seven days of the assessment date.**

3.3 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.

3.4 Issue of results

Signature will issue the results of the assessment via the Booking form in IRIS within six weeks of assessment date for onward distribution to candidates.

3.5 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 in IRIS. Credit certificates for single units are available to download in IRIS.

3.6 Appeals

See Signature's website for appeals procedure.

3.7 Retention of evidence

Centres must securely store candidates' recorded evidence for a period of one year. All evidence can be stored electronically if a centre desires.