

Level 1 Award in British Sign Language

Unit BSL101 - Introduction to British Sign Language

Unit BSL101 - Introduction to British Sign Language (Frontline Staff)

Unit BSL101 - Introduction to British Sign Language (Healthcare)

Unit BSL101 - Introduction to British Sign Language (Young People)

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 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. We do not require any advanced notice of the session date.

The session date is the date when the teacher-assessor is confident that all parts of the assessment for all candidates on the session will be completed. The session needs to be created no later than the session date.

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 Changing 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.

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. This can be at any time during the learning time for this unit. It is not necessary to assess all items, or all candidates, at the same time.

If the assessment is carried out at the end of the teaching time or recorded for External Quality Assurance purposes it should be no more than five minutes.

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 a co-ordinator to be involved in co-ordinating the assessment.

2.2 Assessment of candidates

Recording the assessment for quality assurance purposes only

If an assessment has been selected for external quality assurance purposes, by Signature, the centre will be informed to record the entire assessment of all the candidates.

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

- 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)
 - is the property of the centre and not an individual

Phones are not permitted as suitable recording equipment.

Carrying out the assessment

For BSL101 assessment

The teacher-assessor must:

- 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
- mark the Candidate Assessment Record form (CAR) form appropriately, for each candidate following the assessment specification outlined in the unit specification

Candidate Assessment Record (CAR) forms for each candidate should be downloaded on-line from 'My Signature'.

- not inform candidates of their result

2.3 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

2.4 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:
 - 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.

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

Once the teacher-assessor feels that the candidate has successfully achieved ALL assessment criteria, they must enter the results to IRIS. Please refer to the How to Guide in Documents.

3.2 Copying the assessment for quality assurance purposes only

If an assessment has been selected for external quality assurance purposes, centres must:

Record the assessment and upload to learner documents within IRIS. **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 and signed Application for Achievement Form (AAF) for a period of three years. All evidence can be stored electronically if a centre desires.