

ASSESSMENT REGULATIONS

External Assessments

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 online via 'IRIS'. 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.

Assessment 1 Part 1 Essay

Approved centres must register candidates online, via IRIS, at least 21 days prior to the assessment date.

Assessment 7

Approved centres must register candidates online, via 'IRIS' at least 7 days prior to the assessment date.

Assessment 8

Approved centres must register candidates online, via 'IRIS' at least 7 days prior to the

Assessment 9

Approved centres must register candidates online, via 'IRIS' at least 7 days prior to the assessment date.

Assessment 10

Approved centres must register candidates online, via 'IRIS' at least 21 days prior to the assessment date.

Assessment 11

Approved centres must register candidates online, via 'IRIS' at least 14 days prior to the assessment.

Assessment 12

Approved centres must register candidates online, via 'IRIS' at least 14 days prior to the assessment.

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 'IRIS'

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 'IRIS'.

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.

1.4 Carrying out Assessments

The assessments are administered by the invigilator on the assessment date requested by the centre and agreed by Signature. Assessments must be carried out under 'examination conditions', that is, the candidate must not receive help from anyone during the assessment.

1.5 People involved in the assessments at the centre

a) Teacher

It is the responsibility of each centre to appoint suitably qualified and experienced people to teach. Centres are responsible for briefing teachers and for ensuring they are familiar with the appropriate regulations governing conduct of Signature assessments, and responsible for ensuring that Signature Assessment Regulations are followed. **It is not acceptable for the teacher to act as an assessment co-ordinator or invigilator.**

b) Invigilator/assessment co-ordinator

For all external assessments it is the centre responsibility to invigilate the candidates.

It is the responsibility of each centre to appoint suitably qualified and experienced people to act as invigilators/assessment co-ordinators. Centres are responsible for briefing invigilators/assessment co-ordinators and for ensuring that they are familiar with the appropriate regulations governing the conduct of Signature external assessments. Invigilators/assessment co-ordinators act for the centre, and are responsible for ensuring that Signature regulations are followed. They must not take part in the assessment as a teacher or candidate.

It is the invigilators responsibility to ensure that candidates:

- Do not receive any help during their assessment
- candidates are not disturbed during their assessments
- No unauthorised personnel are allowed in the waiting room/area. Where another person has been given by Signature to be in the waiting room/area (for example as a result of a reasonable adjustment request), Signature will have informed the centre in advance.

- Assessment rooms and waiting areas must be set up correctly with recording equipment checked and in place. The teacher and candidate should both be viewable, in the viewing frame of the camera, and all BSL features fully visible

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, unless stated in these regulations. 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.

1.6 Preparing for the assessment

When candidates arrive for the assessment, the assessment co-ordinator/invigilator 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
- ensure that candidates have checked that the spelling of their names is correct on
- ensure that candidates do not take any unauthorised items into the rooms unless agreed to by Signature beforehand
- inform candidates that they are now subject to the rules of the assessment
- Ensure you are using battery operated recording equipment

Phones are not permitted as suitable recording equipment.

1.7 Late arrival of candidates

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

1.8 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
- note the time of the action
- email their Customer Support Officer (quoting the assessment ID) with a brief description of the incident describe any affect on the other candidates

1.9 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:

- 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.
- 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 Uploading the assessment

The entire assessment must be uploaded to 'IRIS'. Signature will not accept a clip that displays more than one assessment (assessment ID number). This will be returned to the centre so that it can be edited.

A copy of each assessment should be kept by the centre

- **Ensure that actual assessment materials (DVDs/topic titles/candidate note sheets are not copied under any circumstances. Copying is:**
 - **Photocopying candidate note sheets**
 - **Taking photographs or videos of the topic titles/DVD clip/candidate note sheets**
 - **Taking copies of the DVD on USB/phones/tablets or any other format**
 - **Transcribing the DVD**

This list is not exhaustive. Copying of the assessment materials of any kind would be deemed as malpractice and the centre would be dealt with accordingly. Please refer to Signature's Malpractice Policy on the website.

Please note candidate note sheets are part of the assessment materials and must be returned with all other materials.

3.2 Appointment of external assessors

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

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 in IRIS. 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 in IRIS. It is important that the candidate has verified that the spelling is correct.

3.5 Appeals

See Signature's website for appeals procedure.