

# ASSESSMENT REGULATIONS (Internal Assessments 1, 2 and 3)

**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 '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. 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 - one to one discussion**

**Assessment 2 – informal group debate**

**Assessment 3 – formal group meeting**

Approved centres must register candidates online for each of the internal assessments, via 'My Signature, using the Candidate Registration Process, without giving advance notice to Signature. The candidates need to be registered no later than the assessment date for each assessment. The assessment dates are chosen by the teacher-assessor or centre and are the dates when teacher-assessors are confident that all three of the internal assessments have been achieved.

**Please note: the evidence collected for assessments 1-3 must be completed and internally assessed by appropriately qualified staff at the centre prior to the first external 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 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. 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 assessment date. No additions can be accepted after the assessment date. This should be done via 'My Signature' in the 'view assessments' section.

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

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

Each of the internal assessments (1-3) will be carried out at times deemed appropriate by the centre and teacher-assessor but no later than the date of the assessment.

**The candidate must not receive help from anyone during the assessments.**

#### 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

**All internal assessments must be recorded for external moderation purposes.**

#### Recording Equipment

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 each assessment the teacher 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 (CAR) form appropriately, for each candidate.

**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-assessor 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 describe any affect on the other candidates

### 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-assessor 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-assessor 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-assessor 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 Informing Signature of Results

Centres must:

- ensure that the Candidate Assessment Record form (CAR) is correctly completed for each candidate, showing a tick for each criteria achieved in each assessment.
- Ensure that the AAF is correctly completed, on-line via 'My Signature' within seven days of the assessment date:
  - Complete the video order column
  - Inform Signature of any incorrect spelling of candidates names
  - Ensure that candidates have signed the form
  - Keep the signed copy

The Application for Achievement Form (AAF) for each assessment can be downloaded online from 'My Signature'

- Complete results on-line within seven working days of the assessment date.

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

**Centres must not post Application for Achievement Forms (AAF), Candidate Assessment Record Forms (CAR) and DVDs, to Signature, unless requested for external moderation.**

#### 3.2 Copying the assessment

If an assessment has been selected for external moderation we will inform the centre.

If requested for moderation, centres must:

- upload the entire assessment to 'My Signature'. 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.
- OR**
- The entire assessment must be copied on an unused 8cm or 12cm DVD. More than one DVD may be used depending on length as long as each DVD is fully used before starting

a new one. The candidate must be clearly visible on the recording. Signature will not accept a DVD that displays more than one assessment (assessment ID number). This will be returned to the centre, so that it can be copied to separate DVDs.

- All candidates must appear on the DVD, and the order in which they are recorded must be entered on the Application for Achievement Form ('Video Order Number').

All candidates must appear in the clip, and the order in which they are recorded must be entered on the Application for Achievement Form (Video Order Number).

**A copy of each assessment should be kept by the centre.**

### 3.3 External quality assurance

If as a result of quality assurance checks, there is cause for concern about an assessment, results may be delayed beyond the normal processing time.

Candidates' recorded evidence will only be viewed by Signature approved staff only.

### 3.4 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.

### 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 on the Application for Achievement Form (AAF). It is important that the candidate has verified that the spelling is correct.

### 3.6 Appeals

See Signature's website for appeals procedure.



### **3.7 Retention of evidence**

Centres must securely store candidates' recorded evidence and signed AAF for a period of three years. All evidence can be stored electronically if a centre desires.