

# ASSESSMENT REGULATIONS INTERNAL ASSESSMENT (6ASS1, 2 AND 3).

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

## **PART 1 of 3**

### **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

A session needs to be booked for each of the internal assessments. The session needs to be created no later than the assessment date. The date of the session is the date when the teacher-assessor is confident that all three of the internal assessments have been achieved.

**Please note: the evidence collected for assessment 1-3 must be completed and assessed by an appropriately qualified staff member at the centre prior to the first external assessment date.**

### 1.4 Changes to Sessions

Once the session is finalised this cannot be changed, unless for exceptional circumstances.

## PART 2 of 3

**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 of the 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 assessments .

## 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
- Complete an Internal Assessment Marksheet (IAM) for each candidate.

## **Candidate Assessment Record (CAR) and Internal Assessment Marksheet (IAM) forms for each candidate should be downloaded**

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

### **2.4 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.

## **PART 3 of 3**

### **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 quality assurers.

#### **3.2 Marking the candidate and uploading the assessment for marking**

The centre must mark the candidates in IRIS when they have successfully completed all three internally assessed units.

Signature will have contacted you previously if we require you to upload the:

- Candidate Recording
- CAR
- IAM

You are not required to upload these to IRIS unless Signature have requested you do this.

#### **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.