

# ASSESSMENT REGULATIONS

**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) into 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

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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.

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

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

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a full refund of their candidate registration fee upon production of appropriate evidence.

## 1.5 Assessment Materials

3 days prior to the assessment date the centre will receive an email and password to access the assessment material for assessment.

### Face to Face Assessments (Classroom links)

You should use the admin link and password within the email you receive to view the recording to ensure that it is working correctly. This same link can then be accessed during the assessment session for your candidates to view the assessment material. **DO NOT FORWARD THIS EMAIL TO CANDIDATES.**

### Remote Assessments (Even if they are taking place in the classroom).

Centres will receive an email with an admin link and password to view the recording to ensure that it is working correctly. **DO NOT FORWARD THIS TO YOUR CANDIDATES.** You will also receive individual emails for each candidate on the assessment session. Scroll down until you see 'Send Candidate Email' and click to input the candidate email. This email contains the candidate assessment link and password so they can access the assessment materials. This must be sent to your candidate no earlier than 15 minutes prior to the assessment date and time.

**The content of all assessment materials is strictly confidential. The centre must not discuss or show the content of any assessment materials (DVD/assessment papers/topic titles) 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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## PART 2 of 3

### Carrying out the Assessment

**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 invigilators. Centres are responsible for briefing invigilators on their role in the assessment, and for ensuring that they conduct the assessment in accordance with Signature regulations.

#### 2.2 Room requirements

The assessment room for face to face assessments must be identified by an appropriate sign outside the room.

#### 2.3 Preparing for the assessment

Invigilators must ensure that:

- ensure that mobile telephones are switched off
- carry out adequate checks to confirm the identity of all candidates
- 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

#### **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 link for the assessment by email. This must be no more than 15 minutes before the actual time of the assessment.

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## Face to Face Assessments

When the candidates arrive for the assessment, the invigilator must ensure that:

- Assessment papers are distributed no earlier than 5 minutes before the start of the assessment
- Only official assessment papers are issued to candidates, unless previously agreed by Signature
- Candidates are given clear instructions on how to complete their assessment paper and are told what personal details they need to enter on the paper
- Candidates are advised that they must not make notes on the assessment paper. Candidates may make notes on a separate sheet of paper, but should take care that note-making does not cause them to miss part of the narrative, as the recording cannot be paused or replayed.
- Candidates understand that the assessment papers must only be used to tick the chosen answers. If a mistake is made, the candidate must cross out the tick, initial the error and tick another possible answer. This must be done clearly as two ticks for one question will be invalid.
- Candidates are reminded that they must not communicate with any other candidate during the assessment period
- They announce clearly when the candidate can begin.

## 2.4 Carrying out the assessment

### Remote Assessments

- Contact the candidate via the online video platform 10 minutes before their 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
- Inform the candidate that they are now subject to examination conditions
- ask the candidate to access the assessment material using the link and password you have previously sent them.

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- Inform the candidate that should make notes of their answers on a sheet of paper during the viewing of the assessment material. **Please ensure candidates destroy any notes they have made during the assessment.**
- **start the assessment time** when the assessment material is accessed by the candidate.
- ensure candidates are not distracted or disturbed during their assessment.  
ensure the assessment is only completed once. The candidate must not pause the DVD or re-start the DVD at any time during the assessment.
- Ensure candidates watch the assessment material to the very end of the assessment when the screen End of Assessment appears. It is only after that time a button appears for candidates to submit their answers for automarking.

## 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:

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- **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 assessors.

#### 3.2 Uploading the assessment for marking (for face to face assessments only)

The centre must:

#### Face to Face Assessments (Classroom Links)

- Ensure that the candidate answer sheet is uploaded to IRIS against the correct candidate for marking **within seven days of the assessment date.**
  - Add a public comment to the Booking in IRIS to let us know it has been uploaded. Failure to do this will result in your assessment not being marked.
- Please ensure any assessment materials, notes, papers etc are destroyed after uploading to IRIS.**

## **Remote Assessments**

Candidates answers are marked automatically via our system so candidates should receive a results immediately after submitting their answers. There is nothing additional to do for remote assessments.

### **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.