

## Level 1 Award in British Sign Language

Unit BSL 102 - Conversational British Sign Language

Unit BSL 103 - Communicate in British Sign Language about Everyday Life

# ASSESSMENT REGULATIONS

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

## BEFORE THE ASSESSMENT

### 1. Learner registration

**Signature will only accept learner registrations from centres that are approved to offer this qualification. Centres must also be approved at the time of the sessions taking place.**

Learners must be added to a Booking via IRIS when they are enrolled for the qualification. Make sure the learner has confirmed the spelling of their name at the time of registering them on IRIS, as this name is used to generate certificates.

Centres (excludes Scotland) should also enter the learners' national Unique Learner Number (ULN)

### 2. Reasonable adjustments for candidates with particular assessment requirements

Please read the Reasonable Adjustment to Assessment Arrangements policy, available on Signature website. Centres should discuss any potential teaching and assessment access needs with the learner when they join the course.

Before requesting a reasonable adjustment on behalf of a learner, the centre should be satisfied that the adjustment applied for will enable the learner to attempt to meet the same standards of assessment as a learner without the disability.

Reasonable adjustment requests must be made when the learner is added to a Booking, together with information on what additional teaching support has been provided and supporting professional/medical evidence.

Signature will respond to the request via the booking form to indicate whether the adjustment requested has been approved. Do not assume that all requests for reasonable adjustments will be approved.

### 3. Booking a Session

When learners are ready to take assessments, they must create a Session under the Booking ID. The session date is chosen by the centre. It is the date when **ALL** learners registered on that Session will complete the assessment.

Before finalising any Session, please check that the date, and the learners added to that session are correct. Session must be finalised before the notice period shown in these regulations as changes cannot be made. We require **2 days notice** of a session date.

If a centre does not finalise a session the assessment cannot be held.

Centres will be invoiced for learner registration fees after the date of the session.

### 4. Changes to Sessions

After the session is finalised it cannot be changed. Any learner 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 learner did not attend.

Learners who do not attend due to medical or bereavement reasons, will be entitled to a full refund of their assessment fee upon production of appropriate evidence.

## 5. Assessment Materials

Assessment topics to be used during the learners' assessment are chosen by the centre/teacher and are in the Level 1 Award in British Sign Language Qualification Specification (Page 18 and Page 25). **The topic title should only be given to the learner 5 minutes before their assessment to prepare for their assessment.**

## THE ASSESSMENT

**Assessments must be carried out under 'examination conditions', that is, the learner must not receive help from anyone during the assessment.**

### 1. People involved in the assessment at the centre

It is the responsibility of the centre to appoint suitably qualified and experienced teachers. Signature requires centres to appoint a teacher **and** an assessment co-ordinator for face to face assessments.

#### a) Teacher

Teachers must be familiar with the regulations for external assessments and must be briefed on their role in the assessment. It is not acceptable for the teacher to also act as an assessment co-ordinator.

#### b) Assessment co-ordinator (Face to Face assessments only)

Assessment co-ordinators must be familiar with the regulations for external assessments and make sure the regulations are followed. The assessment co-ordinator may not take part in the assessment as a learner or teacher.

### 2. Room requirements (Face to Face assessments only)

The centre will provide three rooms/areas.

- The waiting room/area – where the candidate can wait undisturbed for their assessment
- The preparation room – where the candidate prepares for their assessment.
- The assessment room/area – a restricted area for the purpose of holding the assessment

All rooms must:

- Be identified outside of the room
- Have no unauthorised personnel in the room. Where another person has been given permission by Signature to be in these areas (for example, as a result of a reasonable adjustment request) Signature will have informed the centre in advance.
- Not contain display of materials which could assist the learners with the assessment
- Have the recording equipment set up correctly and in good working order. The teacher and learner should both be viewable, in the viewing frame of the camera, and All BSL features fully visible

### 3. Preparing for the assessment

#### Face to Face Assessments

The centre is responsible for ensuring that suitable recording equipment is provided, charged/plugged in and in working order. We advise a test recording is taken in advance of the assessment time to make sure that:

- There is sufficient lighting
- Seating is correct
- That the equipment is working as expected

It is advised that centres arrange a timetable to ensure smooth operation of assessments.

For a large number of learners, it is suggested that the teacher takes appropriate breaks.

When learners arrive for the assessment, the assessment co-ordinator/invigilator will:

- Make sure mobile telephones are switched off
- Carry out adequate checks to confirm the identify of all learners
- Make sure learners do not take any unauthorised items into the rooms unless agreed to by Signature beforehand

#### The centre must make sure ALL learners arrive together in the waiting area

- Make sure the **teacher** goes to the assessment room to prepare for at least 20 minutes

- write the topic title on a flipchart or other suitable display in the preparation room. It is permissible for the topic title to be communicated to the candidate in BSL. No further coaching or other assistance with BSL can be given to candidates whilst in the preparation room, except where previously authorised by Signature.

## Remote Assessments.

**It is important that both the centre and the candidate has suitable broadband/internet speed to undertake remote assessments effectively. Any interruption to an assessment caused by internet issues is NOT the responsibility of Signature. Any re-sits required due to internet errors will be charged for.**

Before the date of the assessment the centre must ask the learner 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 learner to send the topic title for the assessment by email.

## 4. Carrying out the assessment

### Face to Face Assessments:

When candidates arrive for their assessment, the assessment co-ordinator will:

- remain in the waiting area with learners waiting to prepare (they do not need to be present in the preparation room).
- inform learners they are now subject to the rules of the assessment
- at the appropriate time, instruct each learner to move to the preparation room
- explain to learner that they have **at least 5 minutes to prepare for the assessment**, and will be collected by the teacher
- **instruct the learner to leave the building once their assessment has finished, without communicating with other candidates waiting to be assessed.**

The teacher must:

- collect each learner in turn from the preparation room to carry out their assessment
- make sure the camera is switched on for each learner and that they are visible before the assessment starts. The teacher and learner should **both** be viewable, in the viewing frame of the camera, and **all** BSL features fully visible.
- make sure the sound is switched on during the recording of the assessment

- make sure that no other person is being recorded with the learner and teacher
- make sure each learner fingerspells their 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 4-5 minute assessment timing**
- make sure each learner signs the topic title. **This is not marked as part of the assessment and is not included in the 4-5 minute assessment timing**
- **start the assessment time** when the conversation starts.
- stop the recording equipment after each learner has finished their assessment
- check (before the learner leaves the room) that the assessment has recorded, is viewable and has saved somewhere securely. If their assessment is not viewable contact Signature immediately.
- Make sure learners are not distracted or disturbed during their assessment.
- Make sure the assessment is only completed once. No editing of the assessment is permitted. No additional recording can be made after the original assessment.

## Remote Assessment

The teacher must:

- Contact the learner via online platform 5 minutes before their preparation/assessment time is due to start, to let them know that their assessment is about to begin.
- Ask the learner 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 learner to place their laptop/tablet so that their back is against a wall and that the area behind the learner is clearly visible on camera.
- Make sure the assessment recording function is working and that **the teacher and learner are both on screen at the same time**, and **all BSL features fully visible**.
- Make sure the sound is switched on during the recording of the assessment.
- Inform the learner that they are now subject to examination conditions.
- Make sure that each learner fingerspells their 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 4-5 minute assessment timing.**

- Make sure the learner signs the topic title. **This is not marked as part of the assessment and is not included in the 4-5 minute assessment timing.**
- **Start the assessment time** when the conversation starts.
- Stop the recording equipment after each learner has finished their assessment.
- Check (before the learner signs out of the online platform) that the assessment has recorded, is viewable and has been saved somewhere securely. If their assessment is not viewable contact Signature immediately.
- Make sure learners are not distracted or disturbed during their assessment.
- Make sure the assessment is only completed once. No editing of the assessment is permitted. No additional recording can be made after the original assessment.

## 5. Late arrival of candidates

Learners 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.

## 6. Misconduct

If the teacher or assessment co-ordinator observes any misconduct, they must take steps to stop it.

They should:

- inform the learner of what they propose to do
- note the time of the action
- add a public comment to the booking form in IRIS, giving a brief description of the situation.

## 7. Special Consideration/Emergencies

Please see Signature's Special Consideration policy.

Special consideration may be agreed for learners where performance in an assessment is affected by unforeseen circumstances, such as a fire alarm.

If this happens the teacher should:

**Permit the learner to carry on with their assessment from where the candidate left off only if:**

- a) the learner is willing and able to carry on with their assessment
- b) the learner has been closely supervised and their teacher and co-ordinator can be assured that there has been no breach of assessment security, ie learner did not communicate with any other person, nor consult any books or notes.

The centre must add a public comment to the booking form on IRIS, giving a brief description of what happened. The circumstances would be reviewed and taken into account during marking.

## **AFTER THE ASSESSMENT**

### **1. Appointment of external assessors**

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

### **2. Uploading the assessment for marking**

The centre must:

- make sure that all learners' assessments can be viewed
- that the recording is uploaded to IRIS against the correct learner on the booking form in IRIS, **within seven days of the assessment date.**

### **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.

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

### **4. Issue of results**

Signature will aim to issue the results of the assessment via the Booking form in IRIS within six weeks of assessment date for onward distribution to learners.



## **5. Issue of certificates**

Signature will aim to issue certificates, for those who have achieved the full qualification, within two weeks of the results released date, for onward distribution to learners. Signature will issue certificates using the spelling of the name as it appears in IRIS.

Credit certificates for single units are available to download from IRIS.

## **6. Appeals**

See Signature's website for appeals procedure.

## **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.