

ASSESSMENT REGULATIONS

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

BEFORE THE ASSESSMENT

1. Learner registration

Signature only accepts 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' Unique Learner Number (ULN).

2. Reasonable adjustments for learners 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 the Booking, together with information on what additional teaching support has been

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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. Sessions must be finalised before the notice period shown in these regulations as changes cannot be made. We require 7 days notice of an assessment.

If a centre does not finalise a session an administration fee may be charged.

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. You 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 registration fee upon production of appropriate evidence.

5. **Assessment Materials**

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

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Face to Face Assessments (Classroom links)

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

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

It is important that both the centre and the learner have suitable broadband/internet speed to undertake remote assessments effectively. Any interruption to an assessment caused by internet issues is NOT the responsibility of Signature. Signature will not provide free resits for internet issues.

You should use the admin link and password to view the recording to make sure it is working correctly. **DO NOT FORWARD THIS TO YOUR LEARNERS.** You will also receive individual emails for each learner on the assessment session. Scroll down until you see 'Send Learner Email' and click to input the learner email. This email contains the learner assessment link and password so they can access the assessment materials. This must be sent to your learner 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 to learners 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.

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 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. Room requirements (Face to Face assessments only)

The assessment room must:

- identified outside the room.
- Have no unauthorised personnel in the assessment room. Where another person has been given permission by Signature to be in the assessment room (for example as a result of a reasonable adjustment request), Signature will have informed the centre
- Not contain display of materials which could assist the learners with the assessment
- Appropriate screening should be put in place to prevent learners being visible to each other during the assessment.

3. Preparing for the assessment

When learners arrive for the assessment, Invigilators must:

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

Remote Assessments.

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

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

4. Carrying out the Assessment

Face to Face Assessments

- Assessment papers are distributed no earlier than 5 minutes before the start of the assessment.
- Inform learners they are now subject to examination conditions.
- Learners are advised that they must not make notes on the assessment paper. Learners 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.
- Learners understand that the assessment papers must only be used to tick the chosen answers. If a mistake is made, the learner 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.
- Learners are reminded that they must not communicate with any other learner during the assessment period
- They announce clearly when the learner can begin.

Remote Assessments

- Contact the learner 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 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
- Inform the learner that they are now subject to examination conditions
- ask the learner to access the assessment material using the link and password you have previously sent them.

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- Inform the learner that should make notes of their answers on a sheet of paper during the viewing of the assessment material. **Please ensure learners destroy any notes they have made during the assessment.**
- **start the assessment time** when the assessment material is accessed by the learner.
- ensure learners are not distracted or disturbed during their assessment.
ensure the assessment is only completed once. The learner must not pause the assessment recording or re-start the assessment recording at any time during the assessment.
- Ensure learners 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 learners to submit their answers for automarking.

5. Late arrival of learners

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 invigilator 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.

If this happens the invigilator should:

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

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

The centre must add a public comment to the booking 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 train and appoint suitably experienced people to act as external assessors.

2. Uploading the assessment for marking (for face to face assessments only)

The centre must:

Face to Face Assessments (Classroom Links)

- Ensure that the learner answer sheet is uploaded to IRIS against the correct learner 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

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

3. External quality assurance

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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 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 in IRIS.

6. Appeals

See Signature's website for appeals procedure.

7. Retention of evidence

Centres must securely store learners' recorded evidence for a period of one year. All evidence can be stored electronically if a centre desires.