

ASSESSMENT REGULATIONS

External Assessments

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 'IRIS'. 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 Part 1 Essay

Approved centres must register candidates online, via IRIS, at least 28 days prior to the assessment date. The session date should be the date when the candidate(s) have completed their Essay. Signature will send the Essay titles 21 days prior to the assessment date, and centres will give the candidate the titles 14 days prior to the assessment date.

STREAM 1

Assessment 7, 8 and 9

Approved centres must register candidates online, via 'IRIS' at least 28 days prior to the assessment date.

- Signature will provide the centre with a scenario based on one of the domains in this qualification, 21 days before the assessment date
- The centre is responsible for sourcing, engaging and preparing the L1 and L2 participants.
- The candidate may begin preparing for the assessment 14 days before the assessment date

Assessment 10

Approved centres must register candidates online, via 'IRIS' at least 6 weeks prior to the assessment date.

The centre will book a date and time with Signature for the assessment. We require 6 weeks notice of the assessment date.

- The candidate will interpret a conversation between 1 deaf and 1 hearing service user remotely, using appropriate video conferencing software.
- The candidate will receive preparation information about the assignment 14 days in advance. Signature will provide the deaf and hearing participants for the assessment

Assessment 11 and 12

Approved centres must register candidates online, via 'IRIS' at least 28 days prior to the assessment date.

- Signature will provide the written and signed source texts to be translated on the day of the assessment, 21 Days prior to the assessment date
- For Sight Translation 2 x 250 word texts to be presented to a deaf person and recorded
- For Immediate Translation 2 x 3 minute BSL Texts to Written English.
- Candidates will have 1 ½ hours to prepare and produce their written and signed translations The written translation may be hand written or typed
- The signed translation must be presented to a deaf person and video recorded
- The centre must send the written and signed translations to Signature to be externally marked

STREAM 2

Assessment 7, 8 and 9

Approved centres must register candidates online, via 'IRIS' at least 28 days prior to the assessment date.

- Signature will provide the centre with a scenario based on one of the domains in this qualification, 21 days before the assessment date
- The centre is responsible for sourcing, engaging and preparing the L1 and L2 participants.
- The candidate may begin preparing for the assessment 14 days before the assessment date

Assessment 10

Approved centres must register candidates online, via 'IRIS' at least 6 weeks prior to the assessment date.

The centre will book a date and time with Signature for the assessment. We require 6 weeks notice of the assessment date.

- The candidate will interpret a conversation between 1 deaf and 1 hearing service user remotely, using appropriate video conferencing software.
- The candidate will receive preparation information about the assignment 14 days in advance. Signature will provide the deaf and hearing participants for the assessment

Assessment 11 and 12

Approved centres must register candidates online, via 'IRIS' at least 28 days prior to the assessment date.

Signature will provide the written and signed source texts to be translated on the day of the assessment 21 Days prior to the assessment date.

- For Sight Translation 2 x 250 word texts to be presented to a deaf person and recorded
- For Immediate Translation 2 x 3 minute BSL Texts to Written English.
- Candidates will have 1 ½ hours to prepare and produce their written and signed translations The written translation may be hand written or typed
- The signed translation must be presented to a deaf person and video recorded

STREAM 3

Assessment 7, 8 and 9

Approved centres must register candidates online, via 'IRIS' at least 28 days prior to the assessment date.

- Signature will provide the centre with a scenario based on one of the domains in this qualification, 21 days before the assessment date
- The centre is responsible for sourcing, engaging and preparing the L1 and L2 participants.
- The candidate may begin preparing for the assessment 14 days before the assessment date

Assessment 10

Approved centres must register candidates online, via 'IRIS' at least 6 weeks prior to the assessment date.

The centre will book a date and time with Signature for the assessment. We require 6 weeks notice of the assessment date.

- The candidate will interpret a conversation between 1 deaf and 1 hearing service user remotely, using appropriate video conferencing software.
- The candidate will receive preparation information about the assignment 14 days in advance. Signature will provide the deaf and hearing participants for the assessment and the centre is responsible for sourcing a person who can read the script provided by Signature.

Assessment 11 and 12

Approved centres must register candidates online, via 'IRIS' at least 28 days prior to the assessment date.

- Signature will provide the signed source texts to be translated on the day of the assessment Level 6 Diploma in Sign Language Interpreting and Translation 21 Days prior to the assessment date
- For Sight Translation 2 x 3 minute fixed BSL texts to be presented to a deaf person and recorded.
- For Immediate Translation 2 x 3 minute Modified BSL Texts to BSL to be video recorded. Candidates will have 1 ½ hours to prepare and produce their signed translations
- The centre must send the signed translations to Signature to be externally marked
Assessments 11 and 12 are marked against the Marking Criteria for Sight Translation

STREAM 4

Assessment 7 and 8

Approved centres must register candidates online, via 'IRIS' at least 28 days prior to the assessment date.

Assessments 7 and 8 – Stream 4 Assessments 7 and 8 in stream 4 require the candidate to produce a signed translation of a live written source text, such as a live broadcast, podcast or conference. Level 6 Diploma in Sign Language Interpreting and Translation

- Signature will provide the centre with the written source text, based on one of the domains in this qualification
- The source text will be approximately 1500 words in length
- The candidate will be notified of the subject content of the assessment 7 days before the assessment date, and will have 7 days to prepare for the assessment
- The candidate may not see the source text until on the day of the assessment
- The candidate will translate the source text from an autocue.

- The signed translation will be filmed and sent to Signature for external marking

Assessment 9 and 10

Approved centres must register candidates online, via 'IRIS' at least 28 days prior to the assessment date.

Stream 4 Assessments 9 and 10 in stream 4 require the candidate to produce a signed translation of a written source text, such as a book, policy or website.

- Signature will provide the centre with the source text to be translated, based on one of the domains in this qualifications
- The written source text will be approximately 1500 words in length
- The candidate will have 7 days with the source text to prepare the translation
- The candidate will film the signed translation under exam conditions, which will be video recorded and sent to Signature for external marking
- The candidate will have up to 1 hour to record the translation

Assessment 11 and 12

Approved centres must register candidates online, via 'IRIS' at least 28 days prior to the assessment date.

- Signature will provide the written and signed source texts to be translated on the day of the assessment 21 days prior to the assessment date
- For Sight Translation 2 x 250 word texts to be presented to a deaf person and recorded.
- For Immediate Translation 2 x 3 minute BSL Texts to Written English.
- Candidates will have 1 ½ hours to prepare and produce their written and signed translations The written translation may be hand written or typed
- The signed translation must be presented to a deaf person and video recorded
- The centre must send the written and signed translations to Signature to be externally marked

1.3 Changes to assessment arrangements

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.

1.4 Carrying out Assessments

The assessments are administered by the invigilator on the assessment date requested by the centre and agreed by Signature. Assessments must be carried out under 'examination conditions', that is, the candidate must not receive help from anyone during the assessment.

1.5 People involved in the assessments at the centre

a) Teacher

It is the responsibility of each centre to appoint suitably qualified and experienced people to teach. Centres are responsible for briefing teachers and for ensuring they are familiar with the appropriate regulations governing conduct of Signature assessments, and responsible for ensuring that Signature Assessment Regulations are followed. **It is not acceptable for the teacher to act as an assessment co-ordinator or invigilator.**

b) Invigilator/assessment co-ordinator

For all external assessments it is the centre responsibility to invigilate the candidates.

It is the responsibility of each centre to appoint suitably qualified and experienced people to act as invigilators/assessment co-ordinators. Centres are responsible for briefing invigilators/assessment co-ordinators and for ensuring that they are familiar with the appropriate regulations governing the conduct of Signature external assessments. Invigilators/assessment

co-ordinators act for the centre, and are responsible for ensuring that Signature regulations are followed. They must not take part in the assessment as a teacher or candidate.

It is the invigilators responsibility to ensure that candidates:

- Do not receive any help during their assessment
- candidates are not disturbed during their assessments
- No unauthorised personnel are allowed in the waiting room/area. Where another person has been given by Signature to be in the waiting room/area (for example as a result of a reasonable adjustment request), Signature will have informed the centre in advance.
- Assessment rooms and waiting areas must be set up correctly with recording equipment checked and in place. The teacher and candidate should both be viewable, in the viewing frame of the camera, and all BSL features fully visible

The content of all assessment materials is strictly confidential. The centre must not discuss or show the content of any assessment materials to candidates 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.

1.6 Preparing for the assessment

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

- ensure that mobile telephones are switched off
- carry out adequate checks to confirm the identity of all candidates
- remain in the waiting area with candidates
- ensure that candidates have checked that the spelling of their names is correct on
- ensure that candidates do not take any unauthorised items into the rooms unless agreed to by Signature beforehand
- inform candidates that they are now subject to the rules of the assessment
- Ensure you are using battery operated recording equipment

Phones are not permitted as suitable recording equipment.

1.7 Late arrival of candidates

Candidates who arrive after the timetabled start of the assessment will not be allowed to enter the room.

1.8 Misconduct

If an invigilator 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
- email their Customer Support Officer (quoting the assessment ID) with a brief description of the incident describe any affect on the other candidates

1.9 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 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.

- 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 and co-ordinator 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 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.
- 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 Uploading the assessment

The entire assessment must be uploaded to 'IRIS'. 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.

A copy of each assessment should be kept by the centre

- **Ensure that actual assessment materials (DVDs/topic titles/candidate note sheets are not copied under any circumstances. Copying is:**
 - **Photocopying candidate note sheets**

- **Taking photographs or videos of the topic titles/DVD clip/candidate note sheets**
- **Taking copies of the DVD on USB/phones/tablets or any other format**
- **Transcribing the DVD**

This list is not exhaustive. Copying of the assessment materials of any kind would be deemed as malpractice and the centre would be dealt with accordingly. Please refer to Signature's Malpractice Policy on the website.

Please note candidate note sheets are part of the assessment materials and must be returned with all other materials.

3.2 Appointment of external assessors

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

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.

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

3.4 Issue of results

Signature will aim to 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 in IRIS. 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 in IRIS. It is important that the candidate has verified that the spelling is correct.

3.6 Appeals

See Signature's website for appeals procedure.