

ASSESSMENT REGULATIONS

Please read these regulations in conjunction with the 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' national 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's 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. Sessions must be finalised before the notice period shown in these regulations as changes cannot be made. We require:

3ASS1i – Formal Presentation - at least 28 days notice of the session date.

3ASS2i – Informal Conversation – at least 7 days notice of the session date.

3ASS3i – Receptive Skills – at least 7 days notice of the 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. 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 fee upon production of appropriate evidence.

5. Assessment Materials

3ASS1i - Formal Presentation

- Three topic titles will be issued to the centre, within the session on IRIS, **21 days** before to the assessment date.
- The centre must forward these topic titles to the learners **14 days** before the agreed date of the assessment.
- The learner must choose one of the topics from the three titles provided. They will have **14 days** to prepare for the assessment.

3ASS2i - Informal Conversation

- Three topic titles will be issued to the centre, within the session on IRIS, **5 days** before to the assessment date.
- These must be kept secure until the day of the assessment and must not be communicated to learners until they are in the preparation room on the agreed date of the assessment.
- The learner must choose one of the topic titles from the list of three topic titles provided. They will have 30 minutes to prepare for this assessment, with their teacher for the assessment.

3ASS3i - Receptive Skills Exam

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

Face to Face Assessments (Classroom links)

You should use the admin link and password within the email to view the recording to make sure 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 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 Candidate Email' and click to input the learner email address. 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 before the assessment time.

If the learner chooses to give their answers in ISL we only need their answers to be recorded and submitted for marking.

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 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 must 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)

| Assessment | Rooms Needed | |
|-------------------------------|--|---|
| 3ASS1i - Formal Presentation | Assessment Room | |
| 3ASS2i– Informal Conversation | Waiting Room/Area Preparation Room Assessment Room | For the candidate to wait for their assessment For the candidate to prepare for their assessment |
| 3ASS3i – Receptive Skills | Assessment Room | |

All Rooms must:

- Be identified outside of 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 displays of material 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 ISL features fully visible
- For 3ASS3 appropriate screening should be put in place to prevent learners being visible to each other during the assessment.

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/invigator will:

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

3ASS2i - Informal Conversation only

The centre must ensure the learners arrive together in the waiting room in good time.

- remain in the waiting area with learners
- at the relevant time, instruct each learner to move to the appropriate room

3ASS3i - Receptive Skills Exam

Before starting the recording, the invigilator must ensure that:

- assessment papers and blank paper to take notes on, are given to learners no earlier than five minutes before the start of the assessment.
- learners are advised that they must not make notes on the assessment paper. Learners can make notes on separate sheets of paper but should take care that this does not cause them to miss part of the narrative, as the DVD cannot be paused or replayed. **Note sheets are part of the assessment paper and must be destroyed, securely, after the assessment has taken place.**
- learners are given clear instructions on how and when to complete their assessment papers and what personal details they need to enter on the paper.
- learners understand that they must cross out any incorrect answer and initial the error. This must be done clearly as answers that are unclear will be invalid.
- learners are reminded that they must not communicate with any other learner during the assessment.

The learner MUST answer the question within the timing of the video

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 to send the link to the assessment by email. They must give the learner the same preparation time as described above for face to face assessments.

4. Carrying out the assessment

Face to Face Assessments

3ASS1i - Formal Presentation

- Inform the learner they are now subject to examination conditions.
- 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 8-10 minute assessment timing.**
- Make sure the learner signs their choice of topic title. **This is not marked as part of the assessment and is not included in the 8-10 minute assessment timing.**
- **Start the assessment time** when the presentation 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 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.

3ASS2i - Informal Conversation

- Inform the learner that they are now subject to examination conditions.
- Write the topic titles on a flipchart or other suitable display in the preparation room. The topic titles can be communicated to the learner in ISL if necessary.
- explain to learners that they have **30 minutes to prepare for their assessment with their teacher** and during this time they can access the internet for research.
- Make sure that learners 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 10-12 minute assessment timing.**
- Make sure the learner signs their choice of topic title. **This is not marked as part of the assessment and is not included in the 10-12 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 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.
- Instruct the learners to leave the building once their assessment has finished, without communicating with other learners waiting to be assessed.

3ASS3i - Receptive Skills

- Inform the learner that they are now subject to examination conditions
- access the assessment material using the administration link and password
- Inform the learner that they can answer on a blank sheet of paper
- Learners may make notes on a separate piece of paper to their answers. **Please ensure that any notes are destroyed, securely, after the assessment has taken place.**
- **Start the assessment time** when the assessment material is accessed.
- ensure learners are not distracted or disturbed during their assessment.
- ensure the assessment is only completed once. The centre must not pause the recording or re-start the recording at any time during the assessment.
- Announce clearly when learners can begin

The learner must answer the question within the timing of the video, but they will have time after the assessment has been completed to type their answers into the learning hub.

For Remote Assessments

3ASS1i - Formal Presentation and 3ASS2 - Informal Conversation:

- 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 ISL 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 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 assessment timing.**
- Make sure the learner signs their choice of topic title. **This is not marked as part of the assessment and is not included in the assessment timing.**
- **Start the assessment time** when the conversation/presentation starts.
- Stop the recording equipment after each learner has finished their assessment.
- Check (before the learner signs out of the online video) 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 the assessment is only completed once. No editing of the assessment is permitted. No additional recording can be made after the original assessment.

For the Receptive Skills

- 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.
- Inform the learner that they can answer on a blank sheet of paper
- Learners may make notes on a separate piece of paper to their answers. **Please ensure that any notes are destroyed after the assessment has taken place.**
- **start the assessment time** when the assessment material is accessed by the learner.

- Make sure learners are not distracted or disturbed during their assessment.
- Make sure the assessment is only completed once. The learner must not pause the recording or re-start the recording at any time during the assessment.

The learner must answer the question within the timing of the video, but they will have time after the assessment has been completed to type their answers into the learning hub.

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 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 they left off only if:

- a) the learner is willing and able to carry on with their assessment
- b) if the learner has been closely supervised and the teacher and co-ordinator can be assured that there has been no breach of assessment security, i.e. learner 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 appoint suitably experienced people as external assessors.

2. Uploading the assessment for marking

The centre must:

- ensure 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**.
- For 3ASS3i, please upload the learners answer sheet to learner documents within the session, in IRIS.

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 expected 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.

6. Appeals

See Signature's website for appeals procedure.

7. Retention of evidence

Centres must securely store learners' recorded assessment for a period of one year.