

Level 62 Certificate in British Sign Language

Assessment Regulations – External Assessments 6ASS4, 5 and 6.

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' 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 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 the following notice of a session date:

6ASS4 – Formal Critical Discussion - at least **7 days** prior to the session date.

6ASS5 – Formal Presentation – at least **4 weeks notice** of the session date.

6ASS6 – 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. 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

6ASS4 – Formal Critical Discussion

- Three topic titles will be issued to the centre, within the session on IRIS, **5 days** before 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 topics titles from the list of three topic titles provided. They will have 30 minutes to prepare for this assessment.

6ASS5 – Formal Presentation

- Three topic titles will be issued to the centre, within the session on IRIS, **21 days** before 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 topic titles from the three titles provided. They will have **14 days** to prepare for the assessment.

6ASS6 - 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 6ASS6 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. **We only need their answers to be recorded and submitted for marking. We do not require you record the learner watching the assessment recording in full.**

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 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 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)

Assessment	Rooms Needed	
6ASS4 – Formal Critical Discussion	Waiting Room/area	For the learner to wait for their assessment
	Preparation Room	For the learner to prepare for their assessment
	Assessment Room	
6ASS5 – Formal Presentation	Assessment Room	
6ASS6 – Receptive Skills	Assessment Room	

All rooms must:

- Be identified outside of the room
- Have no unauthorised personnel 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 BSL features fully visible.
- For 6ASS6 appropriate screening should be put in place to prevent learners being visible to each other during the assessment.

3. Preparing for the assessment

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 phones 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.

6ASS4 – Formal Critical Discussion only

The centre must ensure 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 preparation room:

In the preparation room:

- 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 BSL if necessary.
- Explain to learners that they have **30 minutes to prepare for their assessment.**

6ASS6 - Receptive Skills Exam

Before starting the recording, the invigilator must ensure that:

- learners are given blank paper to take notes
- learners can make notes 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 and must be destroyed after the assessment has taken place.**
- learners are given clear instructions on how and when to complete their assessment answers and what personal details they need to include.
- learners are reminded that they must not communicate with any other learner during the assessment
- **learners must answer each question within the timing within the assessment recording. They must NOT answer all questions after they have watched the whole assessment recording.**
We only require centres to record learner answers and NOT the learner watching the whole of the assessment recording.

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 assessment material 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

6ASS4 – Formal Critical Discussion

- collect each learner in turn to carry out their assessment
- inform learners they are now subject to examination conditions.
- make sure each learner fingerspells their name in full at the start of the assessment in order to identify themselves. **This is not marked as part of the assessment and is not**

included in the 15-18 minute assessment timing.

- make sure each learner clearly signs their chosen topic in full. **This is not marked as part of the assessment and is not included in the 15-18 minute assessment timing**
- **start the assessment time** when the discussion begins
- make sure learners are not distracted or disturbed during their assessment.
- 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 the assessment is only completed once. No editing of the assessment is permitted. No additional recording can be made after the original assessment
- Learners will fail their assessment if it is off topic or if it isn't related to deaf issues.

6ASS5 – Formal Presentation

- inform learners they are now subject to examination conditions.
- make sure each learner fingerspells their name in full at the start of the assessment in order to identify themselves. **This is not marked as part of the assessment and is not included in the 15-18 minute assessment timing.**
- make sure each learner clearly signs their chosen topic in full. **This is not marked as part of the assessment and is not included in the 15-18 minute assessment timing**
- **start the assessment time** when the discussion begins
- allow **learners** to take written notes into the assessment room as an aide memoire. **Learners** should be careful that using these notes do not unduly affect **the fluency** of their discussion
- make sure learners are not distracted or disturbed during their assessment.
- 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 the assessment is only completed once. No editing of the assessment is permitted. No additional recording can be made after the original assessment
- Learners will fail their assessment if it is off topic or not related to deaf issues.

6ASS6 – Receptive Exam

- inform the learner they are now subject to examination conditions
- access the assessment material using the administration link and password
- supervise the learners throughout the whole assessment. They must be alert and observe learners at all times
- make sure that learners are not distracted or disturbed during the assessment
- make sure the assessment is only completed once. The centre must not pause the recording or re-start the assessment recording at any time during the assessment.
- **learners must answer each question within the timing within the assessment recording. They must NOT answer all question after they have watched the whole assessment recording.**

We only require centres to record learner answers and NOT the learner watching the whole of the assessment recording

Remote Assessments

6ASS4 Formal Critical Discussion and 6ASS5 Formal Presentation

- 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 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 15-18 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 15-18 minute 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
- Learners will fail their assessment if it is off topic or if it is not related to deaf issues.

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 in IRIS, giving a brief description of 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, 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 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

The centre must:

- make sure all learners assessments are viewable
- 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.

6. Appeals

See Signature's website for appeals procedure.

7. Retention of evidence

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