

## Level 6 Certificate in British Sign Language (BSL62)

### ASSESSMENT REGULATIONS – INTERNAL ASSESSMENT – 6ASS1, 6ASS2 AND 6ASS3

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 Assessments 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.

## THE ASSESSMENT

The assessment specification outlined in the unit specification must be followed.

Each assessment (6ASS1, 6ASS2 and 6ASS3) will be carried out at times deemed appropriate by the centre and the teacher-assessor but no later than the date of the sessions.

**The learner must not receive help from anyone during the assessments.**

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

It is the responsibility of each centre to appoint suitably qualified and experienced people to act as teacher-assessors. Centres are responsible for briefing teacher-assessors on their role in the assessment, and for ensuring that they conduct the assessment in accordance with Signature regulations.

The centre is also responsible for sourcing the correct people to be involved in the internal assessments.

- Learners should only have discussions with native BSL users or with people who have skills at Level 6 BSL.
- Evidence, where possible, should be real discussions in the deaf community, with native BSL users. However, if this is not possible then a centre may wish to provide evidence collection opportunities in the classroom.
- Learners may not film evidence with other learners.
- Learners may not film evidence with their assessor for 6ASS1, 2 and 3
- Learners may not use the same person more than twice

## **2. Room Requirements**

Where possible 6ASS1, 2 and 3 should be real discussions in the deaf community, with native BSL users. However, if this is not possible, the centre may wish to provide evidence collection opportunities in the classroom. If this is the case the centre should provide a suitable room.

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 the room (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 learner and those involved in the assessment but all be viewable, in the viewing frame of the camera, and ALL BSL features fully visible.

## **3. Preparing for the assessments**

Where the assessments are taking place within the classroom/centre, 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

## **4. Carrying out the assessment**

At the time of the assessment the centre should:

- Each assessment for 6ASS1, 6ASS2 and 6ASS3 should be between 15 and 18 minutes long

- Make sure the camera is switched on and that everyone involved in the assessment are viewable, within the viewing frame of the camera and all BSL features fully visible
- Make sure sound is switched on during the recording of the assessment
- Start the assessment time when the learner starts their assessment
- Stop the recording equipment after the learner has finished their assessment
- Make sure learners are not distracted or disturbed during their assessment
- Learners must cover all assessment criteria at least twice across 6ASS1, 2 and 3
- Assessment criteria 1.3, 2.1 and 2.2 must be covered in every clip
- Complete a Candidate Assessment Record Form (CAR) for each learner
- Complete a Individual Assessor Marksheet (IAM) for each learner

Both of these documents are available in IRIS and in the Teacher and Student Support Pack.

If after assessing the learner's evidence, some criteria has been missed, a small mop-up recording can be made to meet that criteria)

## **5. Misconduct**

If the teacher-assessor 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.

## **6. Special Consideration**

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 learner 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 the centre is assured that there has been no breach of assessment security, ie the learner has had help from someone else during that time.

The centre must add a public comment to the booking in 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 Internal Assessors**

The work of the learner must be internally assessed by someone at the centre who holds an official assessing qualification.

The centre's internal assessor should mark the work of the learner against the assessment criteria available in the qualification specification.

### **2. Booking a Session**

**When you are confident that the learner has successfully achieved 6ASS1, 2 and 3, you must create a session for 6ASS1, 6ASS2, and 6ASS3 under the Booking ID.**

**Because learners have to achieve the assessment criteria at least twice across the three internal assessments, it is important that you don't add these sessions until all three assessments have been successfully achieved.**

The session date is chosen by the centre. It is the date when the teacher-assessor is confident that all parts of the assessment for **ALL** learners on the session will be completed.

If a centre doesn't finalise a session, the assessment cannot go ahead.

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

You should mark the learner as PASS in IRIS, after creating each the sessions. Do not confirm this results with learners until the official result is given via the Booking form in IRIS.

### 3. Changes to Sessions

After the session is finalised it cannot be changed.

Learners who withdraw due to medical or bereavement reasons, will be entitled to a full refund of their assessment fee upon production of appropriate evidence.

### 4. External Quality Assurance

If we have chosen your internal assessments for external quality assurance purposes we will add a note to public comments in IRIS, letting you know which learner's have been chosen and whose work we would like you to upload. You must upload the work against the correct learner, on the booking form in IRIS, **within 7 days** of us contacting you. For each learner chosen this should include:

- Assessment recordings
- Candidate Assessment Record Form (CAR)
- Individual Assessor Marksheet (IAM)

Signature will appoint an External Quality Assurer to review the decisions made by the centre's internal assessor.

If your internal assessments haven't been chosen for external quality assurance purposes, you do not need to upload any information to IRIS.

## **5. Issue of Results**

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

## **6. 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.

## **7. Appeals**

See Signature's website for appeals procedure.

## **8. Retention of evidence**

Centres must securely store learner's recorded evidence and paperwork for one year. All evidence can be stored electronically if a centre desires.