

Level 1 Award in British Sign Language

Unit BSL101 - Introduction to British Sign Language

Unit BSL101 - Introduction to British Sign Language (Frontline Staff)

Unit BSL101 - Introduction to British Sign Language (Healthcare)

Unit BSL101 - Introduction to British Sign Language (Young People)

ASSESSMENT REGULATIONS

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 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 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 the teacher-assessor is confident that all parts of the assessment for all learners on the session will be completed.

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. Changing 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 learner registration fee upon production of appropriate evidence.

THE ASSESSMENT

The assessment is carried out at a time deemed appropriate by the centre and teacher-assessor but no later than the date of the assessment. This can be at any time during the learning time for this unit. It is not necessary to assess all items, or all learners, at the same time.

If the assessment is carried out at the end of the teaching time or recorded for External Quality Assurance purposes it should be no more than five minutes.

The learner must not receive help from anyone during the assessment.

1. Appointment of teacher-assessors

It is the responsibility of the 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. It is not compulsory for a co-ordinator to be involved in co-ordinating the assessment.

2. Assessment of learners

Recording the assessment for quality assurance purposes only

If an assessment has been selected for external quality assurance purposes, by Signature, the centre will be informed to record the entire assessment of all the learners.

The centre is responsible for ensuring that suitable recording , 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 background lighting
- Seating is correct
- That the equipment is working as expected

When learners arrive for the assessment, the assessment co-ordinator/invigilator 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.

The teacher-assessor must:

- 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 5 minute assessment timing.**
- Mark the Candidate Assessment Record form (CAR) form appropriately, for each learner following the assessment specification outlined in the specification.
- not inform learners of their result

3. Misconduct

If the teacher or assessment co-ordinator/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

4. Special Consideration/Emergencies

Special consideration may be agreed for learners where performance in an assessment is affected by unforeseen circumstances, such as a fire alarm.

If an unforeseen circumstance affects a learner's performance in their assessment, 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) if the learner has been closely supervised and the teacher and co-ordinator/invigilator 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. Informing Signature of Results

Once the teacher-assessor feels that the learner has successfully achieved ALL assessment criteria, they must enter the results to IRIS. Please refer to the How to Guide in Documents.

2. Copying the assessment for quality assurance purposes only

If an assessment has been selected for external quality assurance purposes, centres must:

Record the assessment and upload to learner documents within 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 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 from IRIS.

6. Appeals

See Signature's website for Appeals Procedure.

7. Retention of evidence

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