

ASSESSMENT REGULATIONS

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 on-line.

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. See Signature's website for Reasonable Adjustment to Assessment Arrangements policy.

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.

Approved centres must register candidates for this unit online, via 'My Signature', using the candidate registration process. This can be done without giving advanced notice to Signature. The assessment date is chosen by the teacher-assessor or centre. It is the date when the teacher-assessor is confident that all parts of the assessment for all candidates in the group will be completed. The candidates need to be registered no later than the assessment date.

Centres must register existing candidates using their Signature unique learner ID number. New candidates will be issued with a unique learner ID number, by Signature, upon registration. Centres (excludes Scotland) should also enter the candidates national Unique Learner Number (ULN) in to the appropriate field. New candidates should be allocated a national ULN by the centre.

Centres will be invoiced for candidate registration fees. Centres wishing to use an official purchase order should quote the order number on the online registration form.

Following submission of the assessment request, centres will receive an email to confirm that the assessment has been processed.

1.3 Changes to assessment arrangements

The centre administrator can change the date of an assessment after submission providing the new date still allows for the notice period stipulated in these regulations. This should be done via 'My Signature' in the 'view assessments' section.

The centre administrator can add candidates to an assessment after submission during the period between the assessment being booked and the notice period stipulated in these

regulations. No additions can be accepted after the minimum notice period allowance. This should be done via 'My Signature' in the 'view assessments' section.

Once within the minimum notice period for the assessment if, for any reason, a candidate registered on the submitted assessment, cannot attend at the time or on the date of the assessment, the centre must not permit the candidate to take the assessment at any other time or on any other date. The centre must mark the candidate as 'not assessed'. If the centre does allow the candidate to complete the assessment at any other time or on any date, other than the agreed assessment date, it will be marked as not assessed by Signature.

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.

Under exceptional circumstances, centres may request to change arrangements for their assessments already submitted to Signature. Centres must contact their Signature Customer Support Officer. Signature cannot guarantee that all the changes requested can be accommodated. Charges will apply.

PART 2 of 3

Carrying out the Assessment

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

Please refer to the Assessment Specification, Assessment Criteria, Teacher-Assessor Guidance, and Task Sheets 1 to 3 in the T101 Unit Specification for information on carrying out the assessment.

PART 3 of 3

After the Assessment

3.1 Informing Signature of Results

Centres must:

- ensure that the Candidate Assessment Record form (CAR) for the T101 unit (see unit specification) is correctly completed for each candidate, showing a tick for each item achieved and their total/results.
- ensure that the Application for Achievement Form (AAF) is correctly completed:
 - inform Signature of any incorrect spelling of candidates names
 - ensure that candidates have signed the form
 - complete results on-line within seven working days of the assessment date.
 - keep the signed copy

Signature reserves the right to refuse to process any Application for Achievement Forms which have not been sent in accordance with these instructions.

3.2 External quality assurance

On receipt of the online AAF, Signature may request CAR forms to be sent to Signature for external quality assurance purposes, prior to issuing results.

If, as a result of external quality assurance, there is cause for concern about the assessment, results may be delayed beyond the normal processing time. Signature may send a moderator to the centre.

3.3 Issue of results

Signature will 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 on the Application for Achievement Form (AAF). It is important that the candidate has verified that the spelling is correct. Centres will be notified by email when results are ready.

3.4 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 on the Application for Achievement Form (AAF). It is important that the candidate has verified that the spelling is correct. Credit certificates for single units are available, on written request, for those candidates who did not intend to complete the full qualification.

3.5 Appeals

See Signature's website for appeals procedure.

3.6 Retention of evidence

Centres must securely store candidates' recorded evidence and signed Application for Achievement Form (AAF) for a period of three years. All evidence can be stored electronically if a centre desires.