

Part 3: Candidate Record Booklet

The Candidate Record Booklet (BSL62) constitutes the candidate's portfolio. It is recommended that the centre provide each candidate with a hard copy of this Candidate Record Booklet to complete. Centres must send this Candidate Record Booklet, along with all filmed clips, to Signature when requested for external moderation purposes.

Signature Level 6 Certificate in British Sign Language

Candidate Record Booklet

BSL 62

Candidate Name:

Candidate Number:

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Centre Number:

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Course Number: / /

Course Dates:

Assessor(s):

.....

Internal Verifier:

Unique Learner Number (ULN) if required:

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ULN is a 10-digit identifier, which is applied to the Personal Learning Record of anyone over the age of 14 involved in UK education or training.

This booklet must be submitted during the course and after the course for assessment purposes.

COURSE REQUIREMENTS

- 180 hours of guided learning in addition to 180 hours of independent study
- Completion of **6 assessments**, which must be submitted according to the centre's submission deadlines and policy
- To complete all additional study and homework tasks
- To maintain a Candidate Portfolio throughout the course, which must be submitted at the end of course for external moderation

CANDIDATE PORTFOLIO

This portfolio contains all of the evidence completed during the course. The completed portfolio must be submitted at the end of the course for external moderation so that a final grade can be awarded. Portfolios are graded either Pass or Fail.

Assessment Requirements

- It must be kept up-to-date, as it can be called in for inspection at any time
- It must be handed in when it is required
- It must be handed in at the end of course in order for a final grade to be awarded
- Centre deadlines for assignments must be met, unless otherwise agreed by your assessor

Signature requires that centre's retain portfolios for a minimum of 3 years. This is for quality assurance purposes, as portfolios can be called in for inspection at any time. You may take copies of any of the content you wish to keep before handing in the portfolio at the end of the course but the portfolio must only contain original documents and not copies.

Portfolio Contents

- This Candidate Record Booklet
- Candidate profile
- Candidate Assessment Record (CAR)
- Assessor Mark Sheets relating to all assessments, signed and dated by you and your assessor
- Candidate Self Evaluation and Reflection form.
- Marking Criteria for internal assessments
- USB or DVD containing all media files relating to relevant assessments

Portfolio Organisation

The portfolio is organised into sections. It **must** be organised in the following way:

- This Candidate Record Booklet
- Candidate profile
- Candidate Assessment Record (CAR)
- Assessor Mark Sheets relating to all assessments
- Marking Criteria
- Media (USB or DVD)

Candidate Guide to Assessment

Assessment for the Signature Level 6 Certificate in BSL (RQF) qualification is made up of both formative and summative assessments. Candidates are required to compile a portfolio of evidence in order to prove their competency against the assessment criteria. There are a total of 6 assessments, which are designed to cover all assessment criteria:

Assessments:

No.	Assessment	Assessment method	External/internal assessment
1	Informal one-to-one discussion (persuasive)	Filmed clip or live observation	Internal
2	Informal group debate (eristic)	Filmed clip or live observation	Internal
3	Formal group meeting (negotiation)	Filmed clip or live observation	Internal
4	Formal discussion (critical)	Filmed clip	External
5	Formal presentation (inquiry)	Filmed clip	External
6	Receptive skills exam	Filmed clip	External

Feedback

The assessor should provide feedback to the candidate on all evidence collected. Assessors should provide written or signed feedback and should give advice to the candidate on how they can improve before their next evidence collection. The candidate has the right to have a record of the assessor's comments so feedback in BSL/ISL should be filmed. Candidates will benefit most from feedback on their strengths and weaknesses linked to the learning outcomes and assessment criteria.

I confirm that I have understood and accept the above requirements for the Signature Level 6 Certificate in BSL (RQF) portfolio and that without meeting these requirements, it will not be possible for my work on the course to be assessed for the purpose of awarding the certificate. I understand that if I do not submit my portfolio at the times specified by the centre, I will be considered as having withdrawn from assessment and I will not receive a final grade.

Candidate's signature: **Date:**
Assessor's signature: **Date:**

CANDIDATE PROFILE

Candidate Name:

Assessor Name:

[PHOTO]

Write about your professional background here, including:

- Your educational background
- Your previous experience of learning BSL
- Your current professional background
- Your current involvement with the deaf community
- Your future aspirations after you complete this course

CANDIDATE ASSESSMENT RECORD

Candidate name:

Assessor name:

Date completed:

Date	Assessment	Description/length of clip	Topic	Assessment criteria (must X twice in each column)																		
				1.1					1.2			1.3		2.1		2.2					4.1	
				a	b	c	d	e	a	b	c	a	b	a	b	a	b	c	d	e		
	Informal 1-1 discussion																					
	Informal group debate																					
	Formal group meeting																					

Candidate signature:

Date:

Assessor signature:

Date:

External Examiner signature (if moderated):

Date:

ASSESSOR MARK SHEET

Candidate:		Assessor:	
Date:	No. Participants:	Pass ☐ / Fail ☐	
Assessment:	Informal 1-1 discussion ☐	Informal group debate ☐	Formal group meeting ☐
Description:			

1.1 Initiate and develop discourse		
a	The candidate can:	Assessor comments:
b	- Contribute spontaneously to develop or challenge arguments - Respond to and give instructions and advice - Respond to and make requests and enquiries - Make and discuss proposals and suggestions - Include newcomers and set people at ease	
c		
d		
e		
1.2 Make inferences about opinions, attitudes and feelings		
a	The candidate can:	Assessor comments:
b	- Distinguish and express opinions and attitudes - Infer and describe feelings and emotions - Respond to and convey humour, sarcasm and ambiguity	
c		
1.3 Adapt own language appropriately to the situation (essential criteria)		
a	The candidate can:	Assessor comments:
b	- Use appropriate style and register - Use culturally appropriate signed and non-verbal turn-taking conventions	
2.1 Maintain fluency, grammatical accuracy and coherence (essential criteria)		
a	The candidate can:	Assessor comments:
b	- Understand and use all verb forms and sentence structures - Use all ways to link concepts and to support pace, clarity and cohesion	
2.2 Understand and use an extensive range of complex vocabulary (essential criteria)		
a	The candidate can:	Assessor comments:
b	Understand and use all regional and standard varieties	
c		
d		

e	• Understand and use colloquial and idiosyncratic language • Understand and use a wide range of technical language • Understand and use complex language to discuss numerical and statistical information • Use paraphrase effectively, including when a sign is not known	
4	The candidate can: • Use reference sources to confirm or clarify the meaning of signs	Assessor comments:

Candidate signature:

Date:

Assessor signature:

Date:

General feedback:

CANDIDATE SELF EVALUATION AND REFLECTION

Candidate:		Assessor:	
Date:	No. Participants:	Pass ☐ / Fail ☐	
Assessment:	Informal 1-1 discussion ☐	Informal group debate ☐	Formal group meeting ☐
Description:			

1.1 Initiate and develop discourse		
a	The candidate can:	Candidate comments:
b	- Contribute spontaneously to develop or challenge arguments - Respond to and give instructions and advice - Respond to and make requests and enquiries - Make and discuss proposals and suggestions - Include newcomers and set people at ease	
c		
d		
e		
1.2 Make inferences about opinions, attitudes and feelings		
a	The candidate can:	Candidate comments:
b	- Distinguish and express opinions and attitudes - Infer and describe feelings and emotions - Respond to and convey humour, sarcasm and ambiguity	
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1.3 Adapt own language appropriately to the situation (essential criteria)		
a	The candidate can:	Candidate comments:
b	- Use appropriate style and register - Use culturally appropriate signed and non-verbal turn-taking conventions	
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2.2 Understand and use an extensive range of complex vocabulary (essential criteria)		
a	The candidate can:	Candidate comments:
b	Understand and use all regional and standard varieties	
c		
d		

e	• Understand and use colloquial and idiosyncratic language • Understand and use a wide range of technical language • Understand and use complex language to discuss numerical and statistical information • Use paraphrase effectively, including when a sign is not known	
4	The candidate can: • Use reference sources to confirm or clarify the meaning of signs	Candidate comments:

Candidate signature:

Date:

Assessor signature: