

AMENDMENT SERVICE

Level 3 Certificate in British/Irish Sign Language Qualification Specification

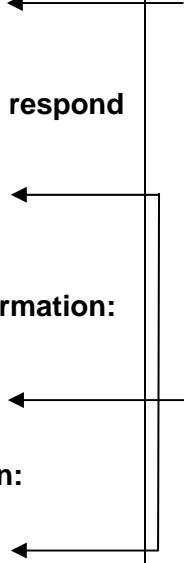
Please update your Level 3 Certificate in British/Irish Sign Language Qualification Specification by removing and inserting the pages using the following chart.

Remove Page	Insert Page
27-28	27-28
30	30
33	33
34	34
35-36	35-36
37-38	37-38

Level 3 Certificate in British/Irish Sign Language

Units BSL/ISL301 and BSL/ISL302

ASSESSMENT SPECIFICATION

Requirements	Notes	References
<p>1. Portfolio of evidence must cover:</p> <ul style="list-style-type: none"> • all performance criteria; • all range; • all learning outcomes; • all knowledge. 	<p>See Theme 1 and Assessment – Knowledge and Skills 301 Assessment – Knowledge and Skills 302</p>	<p>(Evidence shown on CAR forms)</p> <p>Pages 6-9</p> <p>Page 3 Page 3 Pages 10-14 Pages 23-26</p>
<p>2. Generating evidence:</p> <ul style="list-style-type: none"> • Classroom activity. • Based around themes/topics studied (2 themes, 3 topics each). 	<p>Tutor devised – individual or small group conversations on video/DVD.</p>	<p>Complete Themes and Topics Chosen page 32.</p> <p>Complete CARs pages 33-34.</p>
<p>3. How much evidence:</p> <ul style="list-style-type: none"> • Minimum of 5 pieces (likely to be more). • Can include cross referenced evidence to various elements. 	<p>301.1 Receive and respond to: Accounts Reports Instructions</p> <p>301.2 Receive and respond to: Discussions Conversations Debates</p> <p>302.1 Present information: Varied accounts Reports Instructions</p> <p>302.2 Participate in: Varied discussions Conversations Debates</p> 	

Requirements	Notes	References
<p>4. How to conduct assessment:</p> <ul style="list-style-type: none"> • Plan. ← • Prepare. • Carry out, make judgement and record. • Give feedback, review and update plan. 	<p>Tutors should photocopy the receptive and productive CAR forms from this document for each candidate.</p>	<p>Choose Themes and Topics Chosen page 32.</p> <p>Record on assessment plan page 29.</p> <p>Record on CARS pages 33-34.</p> <p>Record on video log page 31. Record on feedback sheet page 30.</p>
<p>5. Principles of portfolio based assessment:</p> <ul style="list-style-type: none"> • Cross referencing evidence. • Candidate's performance must be sustained – must meet the criteria on more than one occasion over the time specified. • More than one attempt can be made by the candidate. 	<p>One piece of evidence can be used across both units and elements (see 4 above):</p> <ul style="list-style-type: none"> • There will be a minimum of 5 pieces of evidence, but likely to be more. • Receptive evidence will be at least 10 minutes. • Productive evidence will be at least 10 minutes. • All of the evidence will be not less than 20 minutes. <p>Following feedback and a review of assessment plan, the candidate can submit further, improved evidence to support claim for competence.</p>	<p>Assessment plan page 29 CARs pages 33-34.</p> <p>Feedback sheet page 30.</p> <p>Assessment plan page 29.</p>
<p>6. Regulations:</p> <p>Further information on procedures before, during and after assessment.</p>		<p>Pages 35-38.</p>

Level 3 Certificate in British/Irish Sign Language

UNIT BSL301 – RECEPTIVE CANDIDATE ASSESSMENT RECORD SHEET

Candidate Name Tutor-Assessor Name

Must tick at least once in each column.

Evidence item: description	Theme/topic covered <i>Evidence must cover 2 general and 1 Deaf related topics</i>		Range to cover Page 3				Element 301.1 PCs Page 6					Element 301.2 PCs Page 7					Knowledge Evidence – Theme 1 Pages 10-14 Pages 23-26														
	Could be in either element																														
	Theme 2 Topic Nos:	Theme ? Topic Nos:	Formal	Informal	Broadcast	Face to face	a	b	c	d	e	a	b	c	d	e	1	2	3	4	5	6	7	8	9	10	11				
1																															
2																															
3																															
4																															
5																															

Candidate's signature Date completed

I confirm that the evidence is authentic work of the candidate: Tutor-Assessor's signature

Level 3 Certificate in British/Irish Sign Language

UNIT BSL302 – PRODUCTIVE CANDIDATE ASSESSMENT RECORD SHEET

Candidate's Name Tutor-Assessor's Name

Must tick at least once in each column.

Evidence item: description	Theme/topic covered <i>Evidence must cover 2 general and 1 Deaf related topics</i>		Range to cover Page 3			Element 302.1 PCs Page 8				Element 302.2 PCs Page 9					Knowledge Evidence - Theme 1 Pages 10-14 Pages 23-26												
	Could be in either element																										
	Theme 2 Topic Nos:	Theme ? Topic Nos:	Formal	Informal	Face to face	a	b	c	d	a	b	c	d	e	1	2	3	4	5	6	7	8	9	10	11	12	13
1																											
2																											
3																											
4																											
5																											

Candidate's signature Date completed

I confirm that the evidence is authentic work of the candidate: Tutor-Assessor's signature

Level 3 Certificate in British/Irish Sign Language

Units BSL/ISL301 and BSL/ISL302

ASSESSMENT REGULATIONS

Please read these regulations in conjunction with CACDP General Regulations provided in your Centre Handbook

PART 1 of 3

Entering Candidates for Assessment

<p>1.1 Reasonable adjustments for candidates with particular assessment requirements</p> <p>Centres requesting a reasonable adjustment on behalf of a candidate should complete a Reasonable Adjustment Request Form (copy in the Policies Section of the Centre Handbook) and return it to CACDP with the Candidate Registration Form.</p> <p>CACDP will contact the centre on receipt of the request form to indicate whether the adjustment requested has been approved. Centres should not assume that all requests for reasonable adjustments will be approved.</p>	<p>Awarding bodies are responsible for assuring/maintaining the assessment standards within each of their qualifications. The 'reasonable adjustment' required of awarding bodies under the Disability Discrimination Act (DDA) and other provisions relate to making the assessment process accessible under certain circumstances, but does not expect or allow awarding bodies to alter the assessment standards themselves. Any permitted adjustment must not give the candidate an unfair advantage or disadvantage in relation to other candidates for the assessment.</p> <p>Those requesting a reasonable adjustment on behalf of a candidate should be confident that the candidate can, through this adjustment, attempt to meet the same standards of assessment as a candidate without the disability, difficulty or special need concerned.</p>
<p>1.2 Candidate registration</p> <p>Registration of candidates for this assessment, together with candidate fees, will be required at least 4 weeks prior to the assessment date, using the Candidate Registration Form provided on the CACDP website. The assessment date, candidate's date of birth and media format must be shown on the Candidate Registration Form. Candidate registration fees must accompany the form.</p> <p>On receipt of the Candidate Registration Form(s), CACDP will send to the centre:</p> <ul style="list-style-type: none"> • a letter of acknowledgement of candidate registration; • an Application for Achievement Form to be completed/signed once the assessment is complete; • Moderation Letter Form; • a unique learner ID number for candidates not previously registered with CACDP – for distribution to candidates. 	<p>CACDP will not accept candidate registrations from centres that are not currently approved to offer this qualification.</p> <p>The assessment date is chosen by the tutor-assessor. It is the date when the tutor-assessor is confident that all parts of the assessment for all candidates in the group will be completed.</p> <p>Centres wishing to pay on invoice should enclose an Official Purchase Order with the Candidate Registration Form (see also note 3.3).</p> <p>Centre must provide 3 dates for a moderation visit, no later than 3 weeks after the assessment date (see note 3.2).</p>

<p>1.3 Changes to assessment arrangements</p> <p>Following candidate registration, CACDP will send the Application for Achievement Form to the centre. No additional candidates can be added to the assessment after this point.</p> <p>Any candidates who do not complete the assessment by the assessment date will forfeit their registration fee.</p>	<p>See General Regulations, point 7, for any changes to assessment arrangements after receipt of Candidate Registration Forms.</p>
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PART 2 of 3

Carrying out the Assessment

<p>2.1 Appointment of tutor-assessors for Units BSL/ISL301 and 302</p> <p>It is the responsibility of each centre to appoint suitably qualified and experienced people to act as assessors. It is acceptable for the assessor also to be the tutor. Centres are responsible for briefing assessors and for ensuring that they are familiar with the appropriate regulations governing the conduct of CACDP internal assessment, and are responsible for ensuring that CACDP regulations are followed.</p>	<p>See General Regulations, point 10.</p>
<p>2.2 Assessment of candidates</p> <ul style="list-style-type: none"> • Assessment of the evidence can be carried out at any time during the learning programme. The candidate must not receive help from anyone during the assessment, and the tutor, acting as the assessor, must ensure that the candidate is not distracted or disturbed during the assessment. • The assessment must be agreed with the candidate and an assessment plan completed. • It is not necessary to assess all items, or all candidates, at the same time. <p>All evidence submitted for assessment must be video recorded. Both the candidate and any other people involved in the assessment must be visible on the recording.</p> <p>Evidence for each candidate must be recorded on a separate, unused DVD. At the start of the DVD candidates must fingerspell their names in order to identify themselves, or provide a photograph in their portfolio. This fingerspelling is not marked as part of the assessment.</p>	<p>See assessment plan page 29.</p> <p>See Assessment Specification on Page 27-28 and CAR forms pages 33-34.</p> <p>See Qualification Specification, assessment specification and separate notes for tutor-assessors for details on how the assessment is conducted.</p>

PART 3 of 3

After the Assessment

<p>3.1 Application for achievement</p> <p>Tutor-assessors must:</p> <ul style="list-style-type: none"> ensure that the Candidate Assessment Record Form (Receptive and Productive) are completed for each candidate, showing that all requirements have been met; ensure that the Application for Achievement Form is correctly completed: <ul style="list-style-type: none"> sign the authenticity and DVD statement, ensure that candidates have checked that the spelling of their names is correct, ensure that candidates have signed it; ensure that each candidate's DVD evidence is viewable; ensure that the candidate's name and the assessment ID are on the inside and outside cover of their DVD; ensure that the Application for Achievement Form and CAR forms are sent to CACDP within 7 days of the assessment date. Any information received after this date will not be accepted. 	<p>On each CAR form all themes/topics, range, performance criteria and knowledge evidence requirements must be ticked at least once. There must be at least 5 pieces of evidence shown.</p> <p>CACDP cannot be held responsible for any loss or damage of assessment materials during transit. It is advisable for the centre to keep copies of any materials (Candidate Assessment Record Forms and DVDs of candidates' work) sent in the post.</p> <p>CACDP reserves the right to refuse to process any Application for Achievement Forms which have not been sent in accordance with these instructions.</p> <p>Centres should not post DVDs unless requested.</p>
<p>3.2 External Quality Assurance</p> <p>a) CACDP will independently assess one aspect of the marked work of all candidates in the group and/or;</p> <p>b) Sampling of the tutor-assessor's judgement to ensure standards are being maintained.</p> <p>This will be done by using one of the following methods:</p> <ul style="list-style-type: none"> Desktop moderation: On receipt of the Application for Achievement Form and CAR forms, CACDP may request candidates' work, prior to issuing results. Moderation at centre: On receipt of the Moderation Letter Form, CACDP will arrange to send a moderator to the centre to carry out assessment of candidates' evidence. The centre will be informed if the moderator wishes to interview candidates, the tutor-assessor must be present at the visit. 	<p>CACDP will select a representative sample of candidates' evidence for external quality assurance. This will happen before results are confirmed. If, as a result of quality assurance checks, there is cause for concern about the assessment standard at the centre, CACDP may request all of the evidence from a group of candidates for re-assessment. In these circumstances results may be delayed beyond the normal processing time.</p> <p>CACDP may send a moderator to the centre as an alternative to calling in the evidence.</p> <p>Candidates' evidence will be viewed by CACDP approved staff only, and will be returned to the centre for safekeeping once quality assurance checks have been completed.</p>

<p>3.3 Issue of results</p> <p>CACDP will issue the results of the assessment within 8 weeks of the assessment date, for onward distribution to candidates.</p>	<p>Results will be withheld if candidate fees are unpaid at the due date. See also note to 3.2 – external quality assurance.</p> <p>CACDP will issue results and/or certificates using the spelling of the name as it appears on the Application for Achievement Form. It is important that the candidate has verified that the spelling is correct. Duplicate copies of results and/or replacement certificates will be charged for.</p>
<p>3.4 Appeals</p> <p>CACDP may require further access to candidates' evidence after it has been returned to the centre, in connection with candidates' appeals against the assessment decision.</p>	<p>See CACDP website and the Policy Section of the Centre Handbook for the Appeals Policy.</p>
<p>3.5 Retention of evidence</p> <p>Centres must retain the candidates' evidence and Candidate Assessment Record Form. These must be stored in a locked cabinet for a period of 12 months.</p>	