

AMENDMENT SERVICE

Level 1 Certificate in British/Irish Sign Language Qualification Specification

Please update your Level 1 Certificate in British/Irish Sign Language Qualification Specification by removing and inserting the pages using the following chart.

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Level 1 Certificate in British/Irish Sign Language

Units BSL101 and ISL101

ASSESSMENT SPECIFICATION

Please read this specification in conjunction with CACDP Assessment Regulations provided with this unit on page 7, and CACDP General Regulations in your Centre Handbook

Assessment for this unit will take the form of an exchange, or series of exchanges, between tutor and candidate. Tutors will devise activities to cover all the Learning Outcomes (see page 1) which will be recorded on the Candidate Assessment Record Form provided (see page 6).

Candidates will produce evidence which will show both productive and receptive skills for each item on the record. More than one item can be demonstrated in one activity.

The centre will allocate an appropriate person to mark the assessment on the Candidate Assessment Record (CAR) Forms. This person is deemed to work for the centre as their assessor and must complete the CAR Form. External quality assurance will be carried out by CACDP.

At the discretion of the tutor-assessor, the assessment can be carried out either on a continuous basis over the length of the unit, or at the end. It is not necessary to assess all items, or all candidates, at the same time. The assessment should be **no more than 5 minutes**.

Assessment time is built into the 10 hours of learning time, and used at the tutor-assessor's discretion.

On completion of the assessment the tutor-assessor should follow CACDP regulations for instructions on returning paperwork (see page 11).

The pass mark for the assessment is 85%, i.e. 15/18.

Candidate Assessment Record Form – Unit BSL101 and ISL101

GUIDELINES

The candidate can use (Production) and recognise (Reception) BSL/ISL in the following ways:		
Assessment criteria:	Production achieved	Reception achieved
Greet/greeted in BSL/ISL	Candidate to welcome tutor.	Tutor to welcome candidate and candidate to acknowledge.
Fingerspell own name, receive others	Candidate to fingerspell own name.	Candidate to understand tutor fingerspelling name and repeat.
Ask to repeat, clarify if asked (in other ways, e.g. write down)	If this does not occur naturally, tutor needs to give a 'difficult' or unknown sign to allow candidate to seek repetition or clarification.	If this does not occur naturally, tutor needs to pretend not to understand and ask for repetition or clarification. Candidate must show understanding of this by repeating their last input.
3 question forms – use/recognise	Candidate must ask between 1 to 3 questions around personal information about others.	Tutor must ask between 1 to 3 questions around personal information about others.
	A total of 3 questions for this section are acceptable.	
Numbers 0-9 – use/recognise describing/confirming/asking about people, time, money, dates	At least 1 sign relating to numbers needs to be given.	At least 1 sign relating to numbers needs to be understood and acknowledged by candidate.
3 signs describing/asking about weather – use/recognise	Candidate must sign between 1 to 3 signs describing or asking about weather.	Tutor must sign between 1 to 3 signs describing or asking about weather. Candidate to acknowledge understanding.
	A total of 3 weather signs for this section are acceptable.	
Transport – describe/ask/recognise about car, bus, train, walking	Candidate must give at least 1 sign in relation to transport by describing or asking.	Tutor to sign at least 1 sign about transport. Candidate to acknowledge.
Ask/give/receive simple directions (Both parts of the directions criteria must be fulfilled to obtain a tick)	Candidate must ask for directions and acknowledge. Candidate to give directions.	Tutor must give directions Tutor must ask for directions.
Taking leave – use/recognise signs	Candidate to take leave of tutor.	Tutor to end an interaction politely and candidate to acknowledge.

Level 1 Certificate in British/Irish Sign Language Units BSL101 and ISL101

CANDIDATE ASSESSMENT RECORD FORM

Centre:	Assessment ID:
Candidate name:	Candidate ID:

Assessment criteria	Production achieved	Reception achieved
The candidate can use (Production) and recognise (Reception) BSL/ISL in the following ways:		
Greet/greeted in BSL/ISL		
Fingerspell own name, receive others		
Ask to repeat, clarify if asked		
3 question forms – use/recognise		
Numbers 0-9 – use/recognise describing/confirming/asking about people, time, money, dates		
3 signs describing/asking about weather – use/recognise		
Transport – describe/ask/recognise about car, bus, train, walking		
Ask/give/receive simple directions		
Taking leave – use/recognise signs		
Number achieved (✓)		

Total/Result		Pass	Fail
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(15 or more to pass)

I certify that the above assessments were carried out according to CACDP regulations for this unit, and that no assistance was given to the candidates during the assessment(s).	
I confirm that a total of 15 or more ticks in the productive and receptive requirements have been met.	
Tutor-assessor name (please print):	
Signed:	Date:

Please do not include a candidate on the Application for Achievement form if the end result is a FAIL.

Level 1 Certificate in British/Irish Sign Language

Units BSL101 and ISL101

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 on CACDP's website) 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 must be shown on the Candidate Registration Form, together with the candidate date of birth and the media to be used for the assessment. Candidate registration fees must accompany the form.</p> <p>On receipt of 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; • 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, or who have omitted information from the Candidate Registration Form.</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 by invoice should enclose an Official Purchase Order with the Candidate Registration Form (see also note 3.3 – Issue of results).</p>

1.3 Changes to assessment arrangements

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.

Any candidates who do not complete the assessment by the assessment date will forfeit their registration fee.

See General Regulations point 7 for any changes to assessment arrangements after receipt of Candidate Registration Forms.

PART 2 of 3 Carrying out the Assessment

2.1 Appointment of tutor-assessors for Unit BSL/ISL101

It is the responsibility of each centre to appoint suitably qualified and experienced people to act as assessors. It is acceptable for the assessor to also 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 responsible for ensuring that CACDP regulations are followed.

See General Regulations point 10.

2.2 Assessment of candidates

The assessment must be carried out under 'examination conditions': that is, the candidate must not receive help from anyone during the assessment, and the tutor, acting as the assessor. The tutor-assessor must sign the Candidate Assessment Record Form to this effect.

The whole of the assessment must be recorded on DVD. Both the candidate and the tutor-assessor involved in the assessment must be visible on the recording.

The assessment is carried out at a time deemed appropriate by the centre and tutor-assessor. This can be at any time during the learning time for this unit. It is not necessary to assess all items, or all candidates, at the same time.

Assessment carried out on a continuous basis during unit learning time:

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. **This will form part of the assessment of this unit.**

The centre is responsible for ensuring that suitable electrically-operated (not battery) equipment is provided and in good working order.

Assessment carried out at the end of the unit learning time:

The entire assessment for all candidates must be recorded on an unused DVD. More than one DVD may be used depending on length, as long as each tape is fully used before starting a new one. Electrically operated (not battery) recording equipment must be used.

The tutor-assessor must switch on the electrically operated (not battery) recording equipment at the start of the assessment. The tutor-assessor must begin the assessment of each candidate by asking them to fingerspell their full name in order to identify themselves. **This will form part of the assessment of this unit.**

All candidates must appear on the DVD, in the order they have been numbered by the tutor/centre on the Application for Achievement Form.

Preparing the assessment room:

The assessment room:

- must be identified by an appropriate sign outside the room;
- must not contain displays of material which could be deemed to be of assistance to candidates in their completion of the assessment, however tutor-assessors may have materials to assist them with the assessment.
- must be set up correctly for the best position for the candidate to be shown on the recording.

Tutors-assessors must ensure that:

- mobile telephones are switched off;
- they carry out adequate checks to confirm the identity of all candidates;
- candidates do not bring into the assessment room any items/materials/equipment unless agreed to by CACDP beforehand;
- any unauthorised items/materials/equipment are collected and placed out of the reach of candidates;
- candidates are informed that they are now subject to the rules of the assessment;
- they operate the DVD equipment;
- they supervise candidates throughout the whole assessment. They must be alert and observe candidates at all times;
- they do not take part in the assessment as a candidate;
- the candidate is not distracted or disturbed during the assessment.

The DVD may be switched off in between candidates' assessments.

The tutor-assessor should check the recording and may at this point mark the CAR for that candidate.

If upon marking, a candidate's criteria has not been completed, it is possible to film the missing aspects onto either the end of the candidate's assessment or the end of the tape, providing CACDP are informed of this. The assessments must not be edited.

This includes notes that may have been made prior to the assessment by the candidates.

<p>They must use only the Candidate Assessment Record Forms supplied by CACDP in the unit/qualification specification. This is available on page 6 of the specification and must be photocopied for each candidate.</p>	
<p>2.3 Misconduct</p> <p>If the tutor-assessor or assessment co-ordinator observes any misconduct, they must take steps to stop it.</p> <p>They should:</p> <ul style="list-style-type: none"> • inform the candidate of what they propose to do; • make a note on the Application for Achievement Form; • note the time of the action; • enclose with the Application for Achievement Form a brief statement describing the incident. 	
<p>2.4 Emergencies</p> <p>If an emergency occurs during the assessment, e.g. fire alarm, bomb warning:</p> <ul style="list-style-type: none"> • the assessment room must be evacuated in accordance with the instructions of the appropriate authority; • a report detailing the date and time of the incident must be sent to CACDP; • if the candidates have been closely supervised and the tutor-assessor can be assured that there has been no breach of assessment security, i.e. candidates did not communicate with each other, nor any other person, nor consult any books or notes whilst they were out of the assessment room, then the assessment may be resumed and the full time given; • if the security of the assessment has been compromised or the timing of the assessment is integral to the assessment, details should be added to the Application for Achievement Form and, where appropriate, special consideration on behalf of the candidates should be requested from CACDP. 	

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 is correctly completed for each candidate, showing a tick for each item achieved and the total/results in both the Production and Reception columns; • ensure that the Application for Achievement Form is correctly completed: <ul style="list-style-type: none"> – complete the DVD order column (leave blank if individual tapes have been used), – 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 all candidates' DVDs are viewable; • where individual DVDs have been used, ensure that the candidate's name and the assessment ID are on the inside and outside cover of their DVD; • ensure that the assessment ID appears on both the inside and outside cover of the DVD; • ensure that the Application for Achievement Form is sent to CACDP within 7 days of the assessment date. Any information received after this date will not be accepted. 	<p>See Candidate Assessment Record Form on page 6 of the specification.</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 Candidate Assessment Record forms or tapes unless requested by CACDP.</p>
<p>3.2 External quality assurance</p> <p>On receipt of the Application for Achievement Form, CACDP may request a sample of candidates' DVD evidence to be sent to CACDP for external quality assurance purposes, prior to issuing results.</p>	<p>CACDP will call in a representative sample of candidates' DVD evidence for external quality assurance purposes. This will happen before results are confirmed. If, as a result of external quality assurance, there is cause for concern about the assessment standard at the centre, CACDP may call in all the DVD evidence from a group of candidates for re-assessment. In these circumstances results may be delayed beyond the normal processing time. CACDP may send a moderator to the centre as an alternative to calling in the DVD evidence.</p> <p>Candidates' DVD evidence will be viewed by CACDP approved staff only, and will be returned to the centre for safekeeping once external quality assurance has 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 3.2 – External quality assurance), or if the Application for Achievement or other materials requested by CACDP are not received.</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' DVD evidence after it has been returned to the centre, in connection with candidates' appeals against the assessment decision.</p>	<p>See CACDP website and policies section of the Centre Handbook for Appeals Policy.</p>
<p>3.5 Retention of evidence</p> <p>Centres must retain candidates' DVD evidence. This must be stored in a locked cabinet for a period of 12 months.</p>	

Level 1 Certificate in British/Irish Sign Language

Units BSL102 and ISL102

ASSESSMENT SPECIFICATION

Please read this specification in conjunction with CACDP Assessment Regulations provided with this unit on page 9, and CACDP General Regulations in your Centre Handbook

The tutor will conduct a 4-5 minute conversation with the candidate, on a topic supplied by CACDP. The conversation will allow candidates to show both productive and receptive skills covering the *assessment criteria* (see pages 6 and 7).

The candidate will pick the title from a choice of 3 supplied by CACDP (for example: My Family, My Pet, or My Favourite Interest).

The tutor will initiate the conversation as follows:

- The tutor will start the assessment by introducing him/herself and then asking the candidate to fingerspell their name to the camera. This will not be marked.
- The tutor will then ask the candidate which title s/he has selected thus starting the conversation about the title.
- It is possible for the conversation to cover other topics in the unit summary providing that the conversation remains around the selected title.
- The tutor and candidate may interrupt, seek clarification or ask for repetition at any point during the conversation*.
- The tutor will draw the conversation to a close at an appropriate time, between 4-5 minutes.

Notes for Tutors

**During the assessment you must deliberately arrange for unfamiliar information to be brought into the conversation, to allow the candidate to use 'repeat/clarify' signs.*

This unit is assessed off-site by CACDP external assessors.

Assessment time is built into the 20 hours of learning time.

On completion of the assessment, the assessment co-ordinator should follow CACDP regulations for instructions on returning paperwork (see page 13).

Level 1 Certificate in British/Irish Sign Language

UNIT MARK SHEET

Delete as applicable*
 UNIT BSL / ISL 102*

Candidate name:	Candidate/video order no:	Assessment date:	Title:
Assessment centre:			Assessment ID:
Assessor name:		Assessor ID:	Date marked:

Skills	Assessment Factors	Marks		
		No evidence	Some evidence	Good evidence
Candidate's Receptive Skills	Understanding	0	3	6
	Questions	0	3	6
	Fingerspelling	0	1	2
Candidate's Signing Skills	Signing pace and flow	0	1	2
	Signing space	0	1	2
	Signing structure	0	2	4
	Vocabulary	0	3	6
	Handshape and movement	0	1	2
	Fingerspelling	0	1	2
	Conversation Skills	Turn-taking	0	3
	Clarification	0	1	2
Total marks = 40 Pass = 20 or more		Total marks for this section:		

Total Score	Pass/Fail	
	Pass = 20 or more	
	Pass	Fail

Assessor Notes:

I confirm that this assessment has been conducted under the required conditions.	Assessor signature:
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Level 1 Certificate in British/Irish Sign Language Units BSL102 and ISL102

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 on CACDP's website) 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 must be shown on the Candidate Registration Form, together with the candidate date of birth and the media to be used for the assessment. Candidate registration fees must accompany the form.</p> <p>On receipt of 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 assessment is complete, showing candidate order on the videotape/DVD; • 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, or who have omitted information from the Candidate Registration Form.</p> <p>The assessment date is chosen by the tutor. It is the date when the tutor will carry out the assessment of the group.</p> <p>Centres wishing to pay by invoice should enclose an Official Purchase Order with the Candidate Registration Form (see also note 3.3 – Issue of results).</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>
<p>1.4 Confirmation of assessment arrangements</p> <p>Seven days prior to the assessment date, CACDP will send confirmation to the centre, and provide details of the titles, which candidates will choose from for the assessment. The titles will be provided in a sealed envelope. This must be kept secure until the day of the assessment and must not be communicated to candidates until they are in the waiting room, on the agreed date/time of the assessment.</p>	<p>See part 2 of these regulations for details of procedures for the assessment.</p>

PART 2 of 3

Carrying out the Assessment

<p>2.1 Appointment of assessors for Unit BSL/ISL102</p> <p>It is the responsibility of CACDP to train and appoint suitably experienced people to act as external assessors.</p>	
<p>2.2 People involved in the assessment at the centre</p> <p>a) Assessment co-ordinator</p> <p>It is the responsibility of each centre to appoint an assessment co-ordinator. Centres are responsible for briefing assessment co-ordinators, and for ensuring that they are familiar with the appropriate regulations governing the conduct of external assessments. Assessment co-ordinators act for the centre, and are responsible for ensuring that CACDP regulations are followed.</p> <p>b) Tutor</p> <p>It is the responsibility of each centre to appoint suitably qualified and experienced people to act as tutors. Centres are responsible for briefing tutors and for ensuring that the BSL/ISL tutor conducts the assessment in accordance with CACDP regulations.</p>	<p>See General Regulations point 10.</p>
<p>2.3 Waiting room</p> <p>The centre will provide a waiting room for the candidates prior to the assessment taking place. Only the assessment co-ordinator, tutor, and candidates are allowed in the waiting room and assessment room, as detailed overleaf.</p>	<p>The waiting room is a 'restricted area' for the purposes of the assessment. Where another person has been given permission by CACDP to be in the waiting room or assessment room (for example as a result of a reasonable adjustment request), CACDP will have informed the centre in advance.</p>

<p>The centre must ensure that each candidate arrives in the waiting room in good time.</p> <p>Thirty minutes prior to the arrival of the candidates, the assessment co-ordinator will:</p> <ul style="list-style-type: none"> • in the presence of the tutor, open the sealed envelope supplied by CACDP containing the choice of titles; • write the 3 titles on a flipchart or other suitable display; • give the tutor the letter with the 3 titles, and ensure that the tutor goes to the assessment room to prepare for 20 minutes, before returning to the waiting room to collect the first candidate, then each additional candidate in turn. <p>When candidates arrive for assessment, the assessment co-ordinator will:</p> <ul style="list-style-type: none"> • remain in the waiting room with candidates waiting to be assessed; • ensure that candidates have checked that the spelling of their names is correct on the Application for Achievement Form; • ensure that candidates have signed the Application for Achievement Form; • ensure that no candidate leaves the waiting room until collected by the tutor; • ensure that no coaching or other assistance with BSL/ISL is given to candidates whilst in the waiting room, except where previously authorised by CACDP; • ensure that each candidate is given at least 5 minutes to prepare, after completing the paperwork and choosing their title; • instruct the candidates to leave the building once their assessment has finished, without communicating with other candidates waiting to be assessed or with the tutor. 	
<p>2.4 Assessment of candidates</p> <p>Assessment is administered by the tutor on the assessment date requested by the centre. Each candidate must be assessed individually in a separate room, and at a separate time, to any other candidate. Assessments must be carried out under 'examination conditions', that is, the candidate must not receive help from anyone during the assessment.</p> <p>The entire assessment for each candidate must be recorded on an unused DVD. Both the candidate and the tutor involved in the assessment must be visible on the recording.</p>	<p>See Qualification Specification for details of how the assessment is conducted.</p> <p>See note 2.3 on persons allowed in the assessment room.</p>

<p>2.6 Misconduct</p> <p>If the tutor or assessment co-ordinator observes any misconduct, they must take steps to stop it.</p> <p>They should:</p> <ul style="list-style-type: none"> • inform the candidate of what they propose to do; • make a note on the Application for Achievement Form; • note the time of the action; • enclose with the Application for Achievement Form a brief statement describing the incident. 	
<p>2.7 Emergencies</p> <p>If an emergency occurs during the assessment, e.g. fire alarm, bomb warning:</p> <ul style="list-style-type: none"> • the assessment room must be evacuated in accordance with the instructions of the appropriate authority; • candidates must leave assessment materials on their desks; • a report detailing the date and time of the incident must be sent to CACDP; • if the candidates have been closely supervised and the tutor and co-ordinator can be assured that there has been no breach of assessment security, i.e. candidates did not communicate with each other, nor any other person, nor consult any books or notes whilst they were out of the assessment room, then the assessment may be resumed and the full time given; • if the security of the assessment has been compromised or the timing of the assessment is integral to the assessment, details should be added to the Application for Achievement Form and, where appropriate, special consideration on behalf of the candidates should be requested from CACDP. 	

PART 3 of 3

After the Assessment

<p>3.1 Application for achievement</p> <p>The assessment co-ordinator must:</p> <ul style="list-style-type: none"> • ensure that the Application for Achievement Form is correctly completed: <ul style="list-style-type: none"> – complete the order column, – ensure that candidates have checked that the spelling of their names is correct, – ensure that candidates have signed the form; • ensure that the DVD is viewable; • ensure that the assessment ID appears on both the inside and outside cover of the DVD; 	<p>CACDP cannot be held responsible for any loss or damage of materials during transit. It is advisable for the centre to keep copies of any materials (Application for Achievement Forms and videos/DVDs of candidates' work) sent in the post.</p> <p>CACDP reserves the right to refuse to process any Applications for Achievement which have not been sent in accordance with these instructions.</p>
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<ul style="list-style-type: none"> ensure that the DVD and Application for Achievement Form are sent to CACDP within 7 days of the assessment date; destroy the titles which have been sent by CACDP for this assessment. 	
<p>3.2 External quality assurance</p> <p>On receipt of the Application for Achievement Form and DVD material, CACDP will carry out moderation.</p>	<p>CACDP will select a representative sample of candidates' DVD evidence for external quality assurance. This will happen before results are confirmed. If, as a result of external quality assurance, there is cause for concern about the assessment standard at the centre, CACDP may check the assessment from the whole group of candidates. In these circumstances results may be delayed beyond the normal processing time.</p> <p>Candidates DVD evidence will be viewed by CACDP approved staff only, and will be returned to the centre for safekeeping once external quality assurance has 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 3.2 – External quality assurance), or if the Application for Achievement or other materials requested by CACDP are not received.</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 assessment material after it has been returned to the centre, in connection with candidates' appeals against the assessment decision.</p>	<p>See CACDP website and policies section of the Centre Handbook for Appeals Policy.</p>
<p>3.5 Retention of evidence</p> <p>Centres must retain candidates' DVD evidence. This must be stored in a locked cabinet for a period of 12 months.</p>	

Level 1 Certificate in British/Irish Sign Language

Units BSL103 and ISL103

ASSESSMENT SPECIFICATION

Please read this specification in conjunction with CACDP Assessment Regulations provided with this unit on page 9, and CACDP General Regulations in your Centre Handbook

The tutor will conduct a 4-5 minute conversation with the candidate, on a topic supplied by CACDP. The conversation will allow candidates to show both productive and receptive skills covering the *assessment criteria* (see pages 6 and 7). All titles mentioned during the assessment must relate to school, college or work.

The candidate will pick the title from a choice of 3 titles supplied by CACDP (for example: My Boss/Teacher, My Favourite Subject/School/Work, My Building at School/College or Work).

The tutor will initiate the conversation as follows:

- The tutor will start the assessment by introducing him/herself and then asking the candidate to fingerspell their name to the camera. This will not be marked.
- The tutor will then ask the candidate which title s/he has selected thus starting the conversation about the title.
- It is possible for the conversation to cover other topics in the unit summary providing that the conversation remains around the selected title.
- The tutor and candidate may interrupt, seek clarification or ask for repetition at any point during the conversation*.
- The tutor will draw the conversation to a close at an appropriate time, between 4-5 minutes.

Notes for Tutors

**During the assessment you must deliberately arrange for unfamiliar information to be brought into the conversation, to allow the candidate to use 'repeat/clarify' signs.*

This unit is assessed off-site by CACDP external assessors.

Assessment time is built into the 20 hours of learning time.

On completion of the assessment the assessment co-ordinator should follow CACDP regulations for instructions on returning paperwork (see page 13).

Level 1 Certificate in British/Irish Sign Language

UNIT MARK SHEET

Delete as applicable*
UNIT BSL/ISL102*
UNIT BSL/ISL103*

Candidate Name:	Candidate/Video Order No:	Assessment Date:	Title:
Assessment Centre:			Assessment ID:
Assessor Name:		Assessor ID:	Date Marked:

Skills	Assessment Factors	Marks			
		No evidence	Some evidence	Good evidence	
Candidate's Receptive Skills	Understanding Questions	0	3	6	
	Fingerspelling	0	1	2	
	Candidate's Signing Skills	Signing pace and flow	0	1	2
	Signing space	0	1	2	
	Signing structure	0	2	4	
	Vocabulary	0	3	6	
	Handshape and movement	0	1	2	
	Fingerspelling	0	1	2	
	Conversation Skills	Turn-taking	0	3	6
		Clarification	0	1	2
Total marks = 40 Pass = 20 or more		Total marks for this section:			

Total Score	Pass/Fail Pass = 20 or more		
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; border: none;">Pass</td> <td style="width: 50%; text-align: center; border: none;">Fail</td> </tr> </table>	Pass	Fail
Pass	Fail		

Assessor Notes:

I confirm that this assessment has been conducted under the required conditions.	Assessor signature:
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Level 1 Certificate in British/Irish Sign Language Units BSL103 and ISL103

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 (on CACDP's website) 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 four weeks prior to the assessment date, using the Candidate Registration Form provided on the CACDP website. The assessment date must be shown on the Candidate Registration Form, together with the candidate date of birth and the media to be used for the assessment. Candidate registration fees must accompany the form.</p> <p>On receipt of 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 assessment is complete, showing candidate order on the videotape/DVD; • 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, or who have omitted information from the Candidate Registration Form.</p> <p>The assessment date is chosen by the tutor. It is the date when the tutor will carry out the assessment of the group.</p> <p>Centres wishing to pay by invoice should enclose an Official Purchase Order with the Candidate Registration Form (see also note 3.3 – Issue of results).</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>
<p>1.4 Confirmation of assessment arrangements</p> <p>Seven days prior to the assessment date, CACDP will send confirmation to the centre, and provide details of the titles, which candidates will choose from for the assessment. The titles will be provided in a sealed envelope. This must be kept secure until the day of the assessment and must not be communicated to candidates until they are in the waiting room, on the agreed date/time of the assessment.</p>	<p>See part 2 of these regulations for details of procedures for the assessment.</p>

PART 2 of 3

Carrying out the Assessment

<p>2.1 Appointment of assessors for Unit BSL/ISL103</p> <p>It is the responsibility of CACDP to train and appoint suitably experienced people to act as external assessors.</p>	
<p>2.2 People involved in the assessment at the centre</p> <p>a) Assessment co-ordinator</p> <p>It is the responsibility of each centre to appoint an assessment co-ordinator. Centres are responsible for briefing assessment co-ordinators, and for ensuring that they are familiar with the appropriate regulations governing the conduct of external assessments. Assessment co-ordinators act for the centre, and are responsible for ensuring that CACDP regulations are followed.</p> <p>b) Tutor</p> <p>It is the responsibility of each centre to appoint suitably qualified and experienced people to act as tutors. Centres are responsible for briefing tutors and for ensuring that the BSL/ISL tutor conducts the assessment in accordance with CACDP regulations.</p>	<p>See General Regulations point 10.</p>
<p>2.3 Waiting room</p> <p>The centre will provide a waiting room for the candidates prior to the assessment taking place. Only the assessment co-ordinator, tutor, and candidates are allowed in the waiting room and assessment room, as detailed overleaf.</p>	<p>The waiting room is a 'restricted area' for the purposes of the assessment. Where another person has been given permission by CACDP to be in the waiting room or assessment room (for example as a result of a reasonable adjustment request), CACDP will have informed the centre in advance.</p>

<p>The centre must ensure that each candidate arrives in the waiting room in good time.</p> <p>Thirty minutes prior to the arrival of the candidates, the assessment co-ordinator will:</p> <ul style="list-style-type: none"> • in the presence of the tutor, open the sealed envelope supplied by CACDP containing the choice of titles; • write the 3 titles on a flipchart or other suitable display; • give the tutor the letter with the 3 titles, and ensure that the tutor goes to the assessment room to prepare for 20 minutes, before returning to the waiting room to collect the first candidate, then each additional candidate in turn. <p>When candidates arrive for assessment, the assessment co-ordinator will:</p> <ul style="list-style-type: none"> • remain in the waiting room with candidates waiting to be assessed; • ensure that candidates have checked that the spelling of their names is correct on the Application for Achievement Form; • ensure that candidates have signed the Application for Achievement Form; • ensure that no candidate leaves the waiting room until collected by the tutor; • ensure that no coaching or other assistance with BSL/ISL is given to candidates whilst in the waiting room, except where previously authorised by CACDP; • ensure that each candidate is given at least 5 minutes to prepare, after completing the paperwork and choosing their title; • instruct the candidates to leave the building once their assessment has finished, without communicating with other candidates waiting to be assessed or with the tutor. 	
<p>2.4 Assessment of candidatesCandidates need not be present during assessment of their coursework</p> <p>Assessment is administered by the tutor on the assessment date requested by the centre. Each candidate must be assessed individually in a separate room, and at a separate time, to any other candidate. Assessments must be carried out under ‘examination conditions’, that is the candidate must not receive help from anyone during the assessment.</p> <p>The entire assessment for each candidate must be recorded on an unused DVD. Both the candidate and the tutor involved in the assessment must be visible on the recording.</p>	<p>See Qualification Specification for details of how the assessment is conducted.</p> <p>See note 2.3 on persons allowed in the assessment room.</p>

<p>2.6 Misconduct</p> <p>If the tutor or assessment co-ordinator observes any misconduct, they must take steps to stop it.</p> <p>They should:</p> <ul style="list-style-type: none"> • inform the candidate of what they propose to do; • make a note on the Application for Achievement Form; • note the time of the action; • enclose with the Application for Achievement Form a brief statement describing the incident. 	
<p>2.7 Emergencies</p> <p>If an emergency occurs during the assessment, e.g. fire alarm, bomb warning:</p> <ul style="list-style-type: none"> • the assessment room must be evacuated in accordance with the instructions of the appropriate authority; • candidates must leave assessment materials on their desks; • a report detailing the date and time of the incident must be sent to CACDP; • if the candidates have been closely supervised and the tutor and co-ordinator can be assured that there has been no breach of assessment security, i.e. candidates did not communicate with each other, nor any other person, nor consult any books or notes whilst they were out of the assessment room, then the assessment may be resumed and the full time given; • if the security of the assessment has been compromised or timing of the assessment is integral to the assessment, details should be added to the Application for Achievement Form and, where appropriate, special consideration on behalf of the candidates should be requested from CACDP. 	

PART 3 of 3

After the Assessment

<p>3.1 Application for achievement</p> <p>The assessment co-ordinator must:</p> <ul style="list-style-type: none"> • ensure that the Application for Achievement Form is correctly completed: <ul style="list-style-type: none"> – complete the order column, – ensure that candidates have checked that the spelling of their names is correct, – ensure that candidates have signed the form; • ensure that the DVD is viewable; • ensure that the assessment ID appears on both the inside and outside cover of the DVD. 	<p>CACDP cannot be held responsible for any loss or damage of materials during transit. It is advisable for the centre to keep copies of any materials (Application for Achievement Forms and DVDs of candidates' work) sent in the post.</p> <p>CACDP reserves the right to refuse to process any Applications for Achievement mark which have not been sent in accordance with these instructions.</p>
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<ul style="list-style-type: none"> ensure that the DVD and Application for Achievement Form are sent with the summary sheets to CACDP within 7 days of the assessment date. destroy the titles which have been sent by CACDP for this assessment. 	
<p>3.3 External quality assurance</p> <p>On receipt of the Application for Achievement Form and video/DVD material, CACDP will carry out moderation.</p>	<p>CACDP will select a representative sample of candidates' DVD evidence for external quality assurance. This will happen before results are confirmed. If, as a result of external quality assurance, there is cause for concern about the assessment standard at the centre, CACDP may check the assessment from the whole group of candidates. In these circumstances results may be delayed beyond the normal processing time.</p> <p>Candidates' DVD evidence will be viewed by CACDP approved staff only, and will be returned to the centre for safekeeping once external quality assurance has 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 3.2 – External quality assurance), or if the Application for Achievement or other materials requested by CACDP are not received.</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 assessment material after it has been returned to the centre, in connection with candidates' appeals against the assessment decision.</p>	<p>See CACDP website and policies section of the Centre Handbook for Appeals Policy.</p>
<p>3.5 Retention of evidence</p> <p>Centres must retain candidates' video/DVD evidence. This must be stored in a locked cabinet for a period of 12 months.</p>	