

Assessments Policy

Aims of the Policy

The aims of this policy are:

- To ensure that candidates understand how assessments will be conducted, their rights and responsibilities regarding assessments, and SignUp BSL's commitment and approach to Equal Opportunities for assessment purposes.
- To ensure that SignUp BSL staff, both employed and freelance, understand how assessments will be conducted, the rights and responsibilities of candidates regarding assessments, and SignUp BSL's commitment and approach to Equal Opportunities for assessment purposes.

Equal Opportunities and Access to Assessments

SignUp BSL is committed to ensuring equality of opportunity for all candidates taking qualifications and assessments with us. We will take steps to make sure learners taking assessments are not disadvantaged directly or indirectly because of a protected characteristic, as defined by the Equality Act 2010. Protected characteristics include; age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

To meet our commitment we will:

- Make sure that equality principles are taken into account when designing and delivering training and assessments.
- Clearly set out the requirements of the qualifications and/or accredited units and explain any justifiable barriers for entry.
- Keep our training and assessment policies and procedures under review, and implement changes where it is identified that some candidates may be disadvantaged or potentially disadvantaged, as long as quality and compliance with regulations are maintained.
- Refer cases to Signature where it is identified that some candidates may be disadvantaged or potentially disadvantaged, but an appropriate resolution cannot be found without affecting quality or compliance with regulations.
- Make requests to Signature for reasonable adjustments to maximise access to assessments for candidates with disabilities.
- Make sure that candidates can access the Complaints Policy, so that they can take action if they believe that they have been treated unfairly within the scope of this policy.
- Publish the Assessments Policy and make sure that all staff are familiar with the policy.
- Make sure that all staff have a good understanding of Equality and Diversity issues, and provide appropriate training where necessary.

Conduct of Assessments

SignUp BSL will conduct assessments in line with Signature's General Regulations, which are available here: http://www.signature.org.uk/documents/deliver/document_library/general_regulations.pdf

Once a candidate has been registered for an assessment, the assessment fee is non-refundable.

Special Consideration

If a candidate is unable to attend the assessment, or their performance is affected by unforeseen circumstances, SignUp BSL can apply to Signature for special consideration.

Signature's Special Consideration Policy is available here:

http://www.signature.org.uk/documents/deliver/document_library/special_consideration_policy.pdf

Reasonable Adjustments

If candidates require reasonable adjustments to maximise their access to assessments, these must be identified before the candidate is submitted for assessment.

Candidates should therefore let SignUp BSL know in writing or video letter as soon as they become aware that they may need a reasonable adjustment for an assessment. Candidates should speak to their tutor if they have any questions about reasonable adjustments.

Signature's Reasonable Adjustments to Assessment Arrangements Policy is available here:

http://www.signature.org.uk/documents/deliver/document_library/reasonable_adjustments_to_assessment_arrangements_policy.pdf

Additional guidance on Access to External Assessment for D/deaf Candidates is available here:

http://www.signature.org.uk/documents/deliver/document_library/access_to_assessments.pdf

Decision not to submit a candidate for assessment

As a Signature approved centre, SignUp BSL is required to ensure that candidates are sufficiently prepared before submitting them for assessment. SignUp BSL may refuse to submit a candidate for an assessment when:

- The candidate has attended less than 80% of the Guided Learning Hours required for the assessment
- The candidate has not completed sufficient Additional Study required for the assessment
- In exceptional circumstances, at the discretion of the tutor, where the candidate is not sufficiently prepared for the assessment despite completing the Guided Learning Hours and Additional Study
- In the case of reassessments, at the discretion of the tutor
- Where it is a proportionate action, following an investigation into a complaint about the candidate, a breach of the Learner Agreement, or a proven case of malpractice.

Appealing a result or a decision regarding an assessment

Appeals of assessment results or a decision by SignUp BSL relating to an assessment or result will be dealt with using the Appeals Policy.

Policy Version Control

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