



'Promoting Quality in British Sign Language'

Qualification Specification

Level 4 Certificate in British Sign Language Studies

QAN: 600/3505/5

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'Promoting Quality in British Sign Language'

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Qualification Specification

IBSL Level 4 Certificate in British Sign Language Studies

RQF Accreditation Number: 600/3505/5

IBSL Qualification Reference: IBSL4A

Qualification Aim

This qualification aims to further Learners' experiences and development in communication through British Sign Language (BSL) with Deaf people at an extended level. A Level 4 course will enable development in functional BSL communication in more depth than at earlier levels, requiring the ability to exchange, present and understand information, ideas, advice and opinions at normal speed, and also develop an awareness of cultural interaction with Deaf people who use BSL.

This qualification has been developed in accordance with the National Language Standards at Level 4 (2010) and (for one unit) the National Occupational Standards for Intercultural Working (2008).

Qualification Structure

The qualification is divided into three units as follows:

IBSL4AUN: Understand Extended Signed Language in a Range of Work Contexts Unit Number: T/503/3712

IBSL4ASN: Sign using Extended Signed Language in a Range of Work Contexts Unit Number: R/503/3717

IBSL4ALN: Exploring Linguistics in British Sign Language Unit Number: F/503/3714

All three units can be achieved separately, but the full Level 4 Certificate in British Sign Language Studies can only be given if there is a PASS in each unit.

Assessment procedures are detailed on the relevant unit pages.

The Total Qualification Time is 120 hours, with a Guided Learning element of 70 hours of Guided Learning. We show below how Total Qualification Time is worked out:

Unit Code	Guided Learning Hours (GLH)	Private Learning	Total Learning Time
IBSL4AUN	10	15	25
IBSL4ASN	30	15	45
IBSL4ALN	30	20	50
TQT	70	50	120

Qualification Objectives

At the end of the qualification, Learners can:

- Handle most aspects of their day-to-day work, including the unpredictable;
- Understand and use relevant technical vocabulary;
- Distinguish most common accents or regional forms and the style/formality of the language;
- Understand detailed information from a range of sources but may miss details if you are not being communicated with directly;
- Communicate confidently over extended periods, though not always concisely or with complete accuracy;
- Follow discussions, films, live or televised debates, complaints or problems within your area of work;
- Understand and take part in discussions, meetings and negotiations, contributing formally if required;
- Make or deal with non-routine phone/video calls.

These objectives relate to the National Occupational Standards (2010) at Level 4 as developed by CILT, plus the National Occupational Standards for Intercultural Working (2008).

Target Group

The Level 4 Certificate in BSL Studies is suitable for those who:

- Wish to acquire and utilise British Sign Language skills at normal speed over extended periods in a wide range of work and social situations, signing accurately enough to be easily understood;
- Need to acquire and utilise BSL skills as part of a programme of professional development, for example, as a Communication Support Worker;
- Wish to progress from the Level 3 Certificate;

The qualification is also suitable for Deaf people wishing to acquire a qualification in their own language, as part of a progression route towards Deaf Interpreter status.

Entry Requirements

It is recommended that entrants should have achieved the Level 3 Certificate in BSL Studies before embarking on the Level 4 Certificate programme.

Progression Routes

Upon completion of this qualification, Learners may progress to the following qualification:

- IBSL Level 6 Certificate in British Sign Language Studies or Interpreting qualification.

Assessment Guidelines

In a naturally occurring context, the best way to use and acquire British Sign Language (BSL) skills is through conversation and discussion with one or more users of the language where straightforward and informal social interaction is the norm. This means Learners should be meeting people and being able to understand and sign a range of extended BSL at normal speed. The interaction can be carried forward into business negotiations within your area of work or in a social context.

In the naturally occurring context, this also means that you can understand discussions, debates or live shows that might be delivered in BSL (for example, through a Deaf Comedy Evening by one of the top BSL

Deaf comedians and understand the main context and detail of documentaries or stories told in BSL. You will also be able to non-routine telephone/video calls and negotiate complaints and problems.

Within the linguistics context, Learners will be expected to develop an understanding of the role of signed languages and how they differ from spoken languages; Learners should also be able to demonstrate how the study of linguistics changes people's beliefs as signed languages devolve over time.

IBSL does not expect that any Learner should do formal presentations at this stage. However, Learners should be able to show that they are able to follow and actively take part in live debates over an extended period of time.

Good teaching practice would be to work through all units at the same time, covering all the issues in a global context.

IBSL's aim is to minimise the amount of paperwork needed to claim the qualification, but it is unavoidable that some paperwork will have to be used. These papers will be stored in a coursework file. Evidence will be collected through a series of multi-format assessments (*see assessment overview chart at the back of this Qualification Specification*)

All the evidences, apart from the 'live' assessment, will be collected into the coursework file (or *e-file* if preferred) and will be available for inspection by an External Examiner at the end of the programme.

The assessment for each unit is different. It is recommended that IBSL4.1; IBSL4.2; IBSL4.3; IBSL4.4; IBSL4.5; IBSL4.6 and IBSL4.7 should be taken before the External Examiner visit.

Arrangements should be made for an External Examiner to visit the Centre when the final assessment IBSL4.8 is to be assessed.

IBSL4.1 will be by means of an e-assessment (or substituted video file on DVD or other means). This will be externally assessed.

IBSL4.2 and IBSL4.3 will be recorded on film through DVD or USB or similar means and included in a Coursework File, which will be internally assessed by the Teacher/Assessor, and externally moderated by IBSL during the visit of the External Examiner.

IBSL4.4 and IBSL4.5 will be recorded on film through DVD or USB or similar means. This will be externally assessed

IBSL4.6 will be by means of a question answer paper to cover Linguistic knowledge. This will be externally assessed.

IBSL4.7 will be by means of an essay paper to cover understanding of Linguistic knowledge. This will be externally assessed

IBSL4.8 will be taken in the presence of an External Examiner and assessed 'live' by the EE.

All the above evidence, apart from the 'live' assessment will be collated into a Coursework File.

Unit Specification: IBSL4AUN
Understand Extended Signed Language in a Wide Range of Work Situations
(RQF unit accreditation number: T/503/3712)

Unit Summary and Assessment Criteria

Unit Summary

The aim of this unit is to enable Learners to understand detailed information from a range of sources, and follow discussions, debates, arguments and lines of reasoning, negotiations, films or televised excerpts of most aspects of work-related and social contexts. The Learner will be familiar with most common accents or regional forms and can distinguish the style and formality of the language. The Learner will be able to deal with non-routine telephone or video calls in which BSL is used.

Relevance to National Standards

This qualification relates to CILTEXTU of the National Occupational Standards for Languages (CILT, 2010), and is at Level 4 on the Regulated Qualification Framework. These standards are equivalent to a Higher National Certificate, Level 4 of the European Qualifications Framework (EQF), and to Level 7 on the Scottish Credit and Qualifications Framework (SCQF).

Explanation of Work Contexts

Although the title refers to work contexts, the content and assessment criteria provide Learners with opportunities to incorporate evidence from a wide range of contexts, including social contexts and social interaction.

Topics and Content:

The topics and content of any learning on this unit by the Learners are expected to be wide-ranging, with vocabulary that is sufficiently technical as to be unpredictable. The key aspect of this unit is that Learners should be able to understand the delivery of BSL at normal speed *over extended periods*. This should be taken to mean passages of five minutes or more.

Learning Outcomes and Assessment Criteria for the IBSL4AUN unit

Learning Outcomes:	Assessment Criteria:
<p>1. Be able to understand extended communication in a range of work-related and social situations.</p>	<p>1.1 Identify from discussions and presentations:</p> <ul style="list-style-type: none"> a) Specific ideas or opinions b) The general meaning; c) The supporting arguments. <p>1.2 Follow sustained use of timeframes of (past, present, future or could happen in certain circumstances)</p> <p>1.3 Follow extended enquiries or requests</p> <p>1.4 Recognise:</p> <ul style="list-style-type: none"> a) Extended instructions b) Their urgency or priority <p>1.5 Recognise opinions</p> <p>1.6 Recognise a wide range of:</p> <ul style="list-style-type: none"> a) Beliefs, feelings or needs b) Preferences.
<p>2. Follow interaction in a range of work-related or social situations.</p>	<p>2.1 Recognise a wide range of:</p> <ul style="list-style-type: none"> a) Introductions b) Greetings c) Thanks d) Apologies e) Leave-taking <p>2.2 Recognise the right use of signed and non-verbal cultural conventions</p> <p>2.3 Recognise the extended use of humour</p> <p>2.4 Distinguish between formal and informal language</p> <p>2.5 Recognise a wide range of regional forms</p> <p>2.6 Adopt a range of networking strategies.</p>
<p>3. Understand extended language.</p>	<p>3.1 Recognise:</p> <ul style="list-style-type: none"> a) A broad range of vocabulary; b) An extended range of technical language; c) A wide range of language explaining numerical data; d) Extended use of register <p>3.2 Use reference sources to clarify or confirm meaning;</p>
<p>4. Use strategies to convey information informally from this language into your own language</p>	<p>4.1 Relay information informally from British Sign Language into your language.</p>

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Unit IBSL4AUN

ASSESSMENT SPECIFICATION

There will be **FOUR** assessments forming part of IBSL4AUN. Each of which will focus on separate areas requiring the Learner to demonstrate competence in comprehension skills in the use of BSL.

Assessment 1 (IBSL 4.1) this will be a Receptive Skills assessment using material that has been supplied by IBSL.

It consists of 12 questions that test Learners' receptive skills and ability to understand and demonstrate ideas and opinion. Questions 1 -11 are multiple choice and Question 12 is an open question.

The Learners will be required to complete a multiple-choice question and answer paper supplied by IBSL.

On completion of the Receptive Skills assessment, the **Application for Achievement Form is to be signed** by the Teacher/Assessor.

This assessment will be for **30 minutes**, once the DVD has started, it must be played through to its end.

After completion of the assessment, the **Application for Achievement Form** should be sent to IBSL (a copy being retained by the Centre) together with the Learners **completed Question and Answer papers** and the **DVD** (which must not be copied) within **7 working days**.

The marking will be done by IBSL and the results sent to the Centre within **28 working days**.

If successful, the Learner will receive a Certificate of Achievement (CAS) with the results, from IBSL. This CAS should be inserted in the Learner's Coursework File as evidence of their achievement.

Re-sits for this part of the assessment are available upon application to IBSL if required.

The pass mark for this assessment is **67%**

Assessment 2 (IBSL 4.4) will be conducted using a BSL clip and will be filmed with your Teacher/Assessor present. You will watch a clip of someone delivering a set of instructions or information in BSL for up to one minute, in which you will have up to 10 minutes to watch the clip no more than twice and make notes. You will then relay this set of instructions or information verbally to the camera.

*It is important to add that this is **not** an interpreting or translation task, it is merely looking at your language when relaying information from BSL to English to represent a real-life scenario, i.e. someone is lost or needs to find out information about their train. This is to assess your receptive skills, not your voice-over skills. Simultaneous interpreting is **not** permitted, and the learner is not expected to remember all the details in order, just that the correct information is relayed in summary.*

The marking will be done by IBSL and the results sent to the Centre within **28 working days**.

If successful, the Learner will receive a Certificate of Achievement (CAS) with the results, from IBSL. This CAS should be inserted in the Learner's Coursework File as evidence of their achievement.

The pass mark for this assessment is **60%**

Assessment 3 (IBSL 4.3) will be a 1:1 dialogue between the Learner and the Teacher/Assessor. The Learner to choose their own topic for this assessment

The assessment is to be video-recorded in an approved format.

The assessment will be set out in a way so that the Learner has opportunities to demonstrate both productive and receptive skills during the assessment and should continue until the Teacher/Assessor is satisfied that all the required performance criteria have been covered. During this dialogue, the Learner is expected to demonstrate as much of the Knowledge & Understanding criteria as possible, and also the assessment criteria on pages 14 & 16. This is a **joint assessment** that is also used to cover evidence for IBSL4ASN

This assessment will be for **10-15 minutes**

The pass mark for this assessment is **48 points (60%)**

The Teacher/Assessor is to complete **IBSL4.3 Mark Sheet** and sign the document accordingly.

On completion of the Mark Sheet, the **Application for Achievement Form** is to be signed by the Teacher/Assessor.

After completion of the assessment, the Teacher-Assessor is to give the Learner the completed and signed **IBSL4.3 Mark Sheet**, together with the video-recorded assessment (either on DVD/USB) that is to be collated into a Coursework File. The Learner is to add the **Reference Source Form** (see Appendix C).

The Teacher/Assessor should then complete the cover sheet for the Coursework File confirming that the evidence is the Learner's own work.

The Teacher/Assessor or Centre is required to send the **Application for Achievement Form** to IBSL (a copy being retained by the Centre for record purposes) within **7 working days**.

See Appendix A for **Assessment Regulations**

See Appendix B for **Level 4 BSL Assessment Overview**

See Appendix C for **Reference Source**

After the assessment, the Teacher-Assessor will give the Learner a Mark sheet which should be inserted into the learner's coursework file as evidence of their achievement, together with the video-recorded assessment (either on DVD/USB). The Mark Sheet must be dated and signed by both the Teacher-Assessor and the Learner. This assessment is a **joint assessment** that is also used to produce evidence for IBSL4ASN.

Assessment 4 (IBSL 4.8) will take the form of a final 'live' debate in the presence of an External Examiner.

This is a **joint assessment** with Unit IBSL4ASN. This will be video-recorded for monitoring purposes.

The assessment topic for discussion will be chosen and given out on the day by the External Examiner.

The group of Learners will be given 15 minutes to practice the given topic before their "live" assessment.

The External Examiner will provide a list of topics to choose from on the day.

The group of Learners are expected to choose their topic and will be given 15 minutes to practice before their "live" assessment.

The topic for the 'live' debate will be chosen on the day by the External Examiner from a short-list previously supplied by IBSL so that there is sufficient unpredictability involved to test the Learner.

The social interaction will be Learner-led and will involve a group of Learners together with the Teacher/Assessor in the form of a social interaction in a simulated gathering. i.e. a Deaf Club, a Café; or a Pub

This assessment will be for **15-20 minutes**.

The External Examiner will mark this assessment

After completion of the assessment, the Teacher/Assessor will be required to complete and sign the **Application for Achievement Form**. The Centre should retain the filmed evidence in a safe place as required by the Assessment Regulations.

At the External Examiner visit the EE will randomly sample the Learners evidence from the Coursework File.

Unit Specification: IBSL4ASN
Sign Using Extended Signed Language in a Range of Work Situations
(RQF unit accreditation number: R/503/3717)

Unit Summary and Assessment Criteria

Unit Summary

The aim of this unit is to enable Learners to handle most aspects of their day-to-day work, including the unpredictable. The Learner should be able to communicate confidently in a range of discussions, debates, arguments and lines of reasoning, negotiations, using their language skills. The Learner may not always use these skills concisely or with complete accuracy but should sign accurately enough to be easily understood. The Learner will be familiar with most common accents or regional forms and can distinguish the style and formality of the language. The Learner will be able to deal with non-routine telephone or video calls in which BSL is used.

Relevance to National Standards

This qualification relates to CILTEXTS of the National Occupational Standards for Languages (CILT, 2010), and is at Level 4 on the Regulation Qualification Framework. These standards are equivalent to a Higher National Certificate, Level 4 of the European Qualifications Framework (EQF), and to Level 7 on the Scottish Credit and Qualifications Framework (SCQF).

Explanation of Work Contexts

Although the title refers to work contexts and/or situations, the content and assessment criteria provide Learners with opportunities to incorporate evidence from a wide range of contexts, including social contexts and social interaction.

Topics and Content:

The topics and content of any learning on this unit by the Learners are expected to be wide-ranging, with vocabulary that is sufficiently technical as to be unpredictable. The key aspect of this unit is that Learners should be able to sustain their delivery of BSL at normal speed *over extended periods*. This should be taken to mean passages of five minutes or more.

Learning Outcomes and Assessment Criteria for the IBSL4ASN unit

Learning outcomes:	Assessment Criteria:
1. Use extended communication in a range of work related and social situations.	1.1 Contribute spontaneously to meetings and discussions 1.2 Respond appropriately to questions, comments and arguments, developing them further 1.3 Make prepared presentations by: <ul style="list-style-type: none"> a) Providing facts b) Providing ideas and opinions c) Supporting arguments 1.4 Make proposals 1.5 Give extended instructions or advice 1.6 Make extended requests or enquiries 1.7 Express a wide range of beliefs, feelings & opinions.
2. Sustain communication in a range of contexts.	2.1 Initiate social contact 2.2 Use the right signed and non-verbal cultural conventions 2.3 Adapt register appropriate to the subject matter and context. 2.4 Find alternative ways to express unfamiliar terms; 2.5 Use a range of strategies to keep conversations going smoothly.
3. Use extended BSL accurately and fluently in a wide range of contexts	3.1 Maintain fluency in extended contributions 3.2 Maintain fluency and accuracy in shorter contributions; 3.3 Use accurate: <ul style="list-style-type: none"> a) Intonation b) Pronunciation/articulation c) Stress so that your message can be easily understood.
4. Use extended BSL	4.1 Sign accurately enough to be understood in a wide range of work-related and social situations; 4.2 Use and adapt a wide range of vocabulary with some complex grammatical structures. 4.3 Use technical language appropriate to the subject matter
5. Use strategies to convey information informally from your own language into BSL	5.1 Relay information informally from your language into BSL

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Unit IBSL4ASN

ASSESSMENT SPECIFICATION

There will be **FOUR** assessments forming part of IBSL4ASN. Each of which will focus on separate areas requiring the Learner to demonstrate competence in production skills in the use of BSL.

Assessment 1 (IBSL4.2) will be conducted under controlled and supervised conditions.

This assessment will be a Project Presentation in BSL. The assessment topics will be supplied by IBSL.

The presentation will be delivered to *an audience of two (one of whom must be the Teacher/Assessor)* and video-recorded in an approved format.

The delivery of this presentation will be for **10 minutes**, to be followed by a **5-10 minute** during which the audience of two people ask questions or raise comments about the presentation. This can either be a Q&A session or a discussion between the presenter and the audience participants.

This assessment will be for **15-20 minutes** (Presentation and follow up discussion)

The Teacher/Assessor is to complete **IBSL4.2 Mark Sheet** and sign the document accordingly.

On completion of the Presentation Skills Assessment, the **Application for Achievement Form** is to be signed by the Teacher/Assessor.

After completion of the whole assessment, will give the Learner the completed and signed **IBSL4.2 Mark Sheet** together with the video-recorded assessment (either on DVD/USB) and **Reference Source Form** (see Appendix C). which is to be collated into a Coursework File.

The Teacher/Assessor should then complete the cover sheet for the Coursework File confirming that the evidence is the Learner's own work.

The Teacher/Assessor is required to send the **Application for Achievement Form** to IBSL (a copy being retained by the Centre for record purposes) within **7 working days**

The pass mark for this assessment is **48 points (60%)**

See Appendix A for **Level 4 BSL Assessment Overview**

See Appendix B for **Assessment Regulations**

See Appendix C for **Reference Source Forms**

Assessment 2 (IBSL4.5) will be conducted using a spoken English recording and will be filmed with your Teacher/Assessor present. You will listen to a clip of someone verbally delivering a set of instructions or information for up to one minute, in which you will have up to 10 minutes to listen to the clip no more than twice and make notes. You will then relay this set of instructions or information to the camera in BSL.

*It is important to add that this is **not** an interpreting or translation task, it is merely looking at your language when relaying information from English to BSL to represent a real-life scenario, i.e. someone provides some information to a deaf person or there is a platform announcement at a train station. This is to assess your productive skills, not your interpreting skills. Simultaneous interpreting is **not** permitted, and the learner is not expected to remember all the details in order, just that the correct information is relayed in summary.*

The marking will be done by IBSL and the results sent to the Centre within **28 working days**.

If successful, the Learner will receive a Certificate of Achievement (CAS) with the results, from IBSL. This CAS should be inserted in the Learner's Coursework File as evidence of their achievement.

The pass mark for this assessment is **60%**

Assessment 3 (IBSL4.3) will be a 1:1 dialogue between the Learner and the Teacher/Assessor. The Learner to choose their own topic for this assessment

The assessment is to be video-recorded in an approved format.

The assessment will be set out in a way so that the Learner has opportunities to demonstrate both productive and receptive skills during the assessment and should continue until the Teacher/Assessor is satisfied that all the required performance criteria have been covered. During this dialogue, the Learner is expected to demonstrate as much of the Knowledge & Understanding criteria as possible, and also the assessment criteria on pages 14 & 16. This is a **joint assessment** that is also used to cover evidence for IBSL4AUN.

This assessment will be for **15-20 minutes**.

The Teacher/Assessor is to complete **IBSL4.3 Mark Sheet** and sign the document accordingly.

On completion of the Mark Sheet, the **Application for Achievement Form** is to be signed by the Teacher/Assessor.

After completion of the assessment, the Teacher-Assessor is to give the Learner the completed and signed **IBSL4.3 Mark Sheet**, together with the video-recorded assessment (either on DVD/USB) that is to be collated into a Coursework File. The Learner is to add the **Reference Source Form** (see Appendix C).

The Teacher/Assessor should then complete the cover sheet for the Coursework File confirming that the evidence is the Learner's own work.

The Teacher/Assessor or Centre is required to send the **Application for Achievement Form** to IBSL (a copy being retained by the Centre for record purposes) within **7 working days**.

The pass mark for this assessment is **48 points (60%)**

See Appendix A for **Level 4 BSL Assessment Overview**

See Appendix B for **Assessment Regulations**

See Appendix C for **Reference Source Forms**

The Centre is to retain the filmed evidence and mark sheets in a safe place until it is required to be produced at the External Examiner visit. The EE will attend the Centre for the purpose of observing assessment IBSL3A6.

Assessment 4 (IBSL 4.8) will take the form of a 'live' debate in the presence of an External Examiner. This will be video-recorded for monitoring purposes.

This is a **joint assessment** that also forms part of the IBSL4AUN evidence.

The topic for the 'live' debate will be chosen on the day by the External Examiner from a short-list previously supplied by IBSL so that there is sufficient unpredictability involved to test the Learner. The debate will involve three or more persons. This will be marked by the External Examiner.

The assessment topic for discussion will be chosen and given out on the day by the External Examiner.

The group of Learners will be given 15 minutes to practice the given topic before their "live" assessment

The External Examiner will provide a list of topics to choose from on the day.

The group of Learners are expected to choose their topic and will be given 15 minutes to practice before their "live" assessment.

The social interaction will be Learner-led and will involve a group of Learners together with the Teacher/Assessor in the form of a social interaction in a simulated gathering. i.e a Deaf Club, a Café; or a Pub

This assessment will be for **15-20 minutes**

The External Examiner will mark this assessment

After completion of the assessment, the Teacher/Assessor will be required to complete and sign the **Application for Achievement Form**. The Centre should retain the filmed evidence in a safe place as required by the Assessment Regulations.

At the External Examiner visit the EE will randomly sample the Learners evidence from the Coursework File

Unit Specification: IBSL4ALN
Exploring Linguistics in British Sign Language
(RQF unit accreditation number: F/503/3714)

Unit Summary

IBSL4ALN is a basic introduction to the study of language structure and to the linguistics of British Sign Language (BSL). It is a totally new concept within British Sign Language Studies, with the aim of giving Learners the linguistic understanding of how BSL functions.

There will be a general introduction that encourages Learners to think about languages differently. They will learn how languages are structured in different areas and how and why languages are different. Learners will learn that sign language can be thought of as a real language in that it shares many characteristics with spoken languages (i.e. language change, language families, language variation and so on). Learners will be introduced to ways in which languages can be analysed (e.g. at the word/sign level or sentence level) and will be taught to use appropriate terminology to describe how sign language is structured.

Homework assignments will provide Learners with the opportunity to engage with BSL data and to describe BSL independently.

Outcomes: Subject Specific: Knowledge, Understanding and Skills

- To look at languages differently and understand how languages (whether spoken or signed) are similar to and different from each other.
- To learn that sign language are real languages which have developed over time
- To understand different ways of looking at languages (e.g. at (and below) the word level and at sentence level) and how this can apply to both spoken and signed languages.
- To analyse BSL and learn to put into practice key terms used for describing language
- To understand how these descriptions can further our understanding of BSL in use today

Relevance to National Standards

This qualification relates to the National Occupational Standards Intercultural Working (CILT, 2008), and is at Level 4 on the Regulated Qualification Framework. These standards are equivalent to a Higher National Certificate, Level 4 of the European Qualifications Framework (EQF), and to Level 7 on the Scottish Credit and Qualifications Framework (SCQF).

Learning Outcomes and Assessment Criteria for the IBSL4ALN unit

Learning Outcomes:	Assessment Criteria:
<p>1. Be able to look at languages differently and understand how languages (whether spoken or signed) are similar to and different from each other</p> <p>2. Be able to analyse BSL in terms that further understanding of signed languages in use today</p> <p>3. Be able to show how the study of linguistics may change people's values and beliefs as their own culture evolves or as they are exposed to a different culture.</p>	<p>1.1 Understand how languages (whether spoken or signed) can be similar to and at the same time different from each other</p> <p>1.2 Understand different ways of looking at languages at word level and sentence level and how this can apply to both spoken and signed languages</p> <p>2.1 To analyse BSL and put into practice key terms for describing language</p> <p>2.2 To understand how language descriptions can further understanding of BSL in use today</p> <p>3.1 To demonstrate that sign languages are real languages that have developed over time.</p>

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Unit IBSL4ALN

ASSESSMENT SPECIFICATION

There will be **TWO** assessments forming part of IBSL4ALN

Assessment 1 (IBSL4.6) will require the Learner to complete a Question paper that will be issued by IBSL.
This will be conducted under controlled and supervised conditions.

There are two parts to this Question paper:

Part A

This will consist of an observation of a filmed sequence featuring a Deaf person who uses BSL as their first language telling a story. Learners may replay the filmed clip, or part thereof, as many times as you wish.

There are **FOUR** linguistic questions linked to a filmed clip.

Please read each question carefully and only answer with the relevant number of examples that each question has asked for.

Learners must also note the time the signs appear in the filmed clip.

Please do **NOT** write down more than the requested number of answers to each question.

The first answer to the question (or the first two – depending on what the question requires) will be the only answer that is marked.

Any other answers will not be taken into consideration.

Part B

There are **FOUR** multiple-choice questions about BSL linguistics.

Learners are required to answer **ALL** four of the questions.

Some of these may require more than **ONE** answer so please read the questions carefully.

This assessment will be **one hour** (60 minutes)

The pass mark for this unit is **60%**.

After completion of the assessment, the **Application for Achievement Form** should be sent to **IBSL** (a copy being retained by the Centre) together with the Learners **completed written papers**, or in the case of a signed answer version, the video-recorded DVD/USB, to IBSL within **7 working days**.

The marking will be done externally by IBSL and the results sent to the Centre within **28 working days**.

If successful, the Learner will receive a Certificate of Achievement (CAS) with the results, from IBSL. This CAS should be inserted in the Learner's Coursework File as evidence of their achievement.

See Appendix A for **Level 4 BSL Assessment Overview**

See Appendix B for **Assessment Regulations**

Assessment 2 (IBSL 4.7) will consist of a 1500-word (approximate) written essay or a signed essay on a specific Linguistics topic. A set of four topic papers are created by IBSL each year. Topics will change from year to year.

Centres will be sent papers with one topic chosen by IBSL.

A sample topic paper is: *What do we mean by regional variation? Provide some examples in your argument.*

Deaf Learners can apply to have the choice of doing the essay in BSL, in a filmed format of **not less** than 10 minutes duration, which must be attached to this cover sheet when completed. The recording should be either on DVD or USB.

The pass mark for this unit is **60%**.

After completion of the assessment, the **Application for Achievement Form** should be sent to **IBSL** (a copy being retained by the Centre) together with the Learners **completed written papers**, or in the case of a signed answer version, the video-recorded DVD/USB, to IBSL within **7 working days**.

The marking will be done externally by IBSL and the results sent to the Centre within **28 working days**.

If successful, the Learner will receive a Certificate of Achievement (CAS) with the results, from IBSL. This CAS should be inserted in the Learner's Coursework File as evidence of their achievement.

See Appendix A for **Level 4 BSL Assessment Overview**

See Appendix B for **Assessment Regulations**

KNOWLEDGE AND UNDERSTANDING LEVEL 4 CERTIFICATE IN DEAF STUDIES

Knowledge and understanding is not assessed separately. It is achieved through the Assessment Criteria **Knowledge and understanding required for EXTENDED language proficiency at Level 4 as follows:**

Competence Level:

Wide vocabulary including technical language

Fluent over extended periods and can express most ideas but may not be concise or reliably accurate.

Vocabulary	
K1	A broad general vocabulary and the technical language related to your work/social settings
K2	A wide range of ways to link ideas and help clarity and fluency such as: <ul style="list-style-type: none"> • Most connectors (conjunctions: e.g. unless, except that, while; adverbs: e.g. yet, consequently, in addition) • All pronouns
K3	A wide range of different forms of address, greeting, leave-taking and other polite conventions to suit different occasions and degrees of formality
K4	Ways to express feelings (e.g. wishes, gratitude, regret, apology, annoyance, criticism)
K5	All numerical terms (e.g. numbers, fractions, percentages) and ways to talk about them

Grammatical Forms	
K6	All commonly used verb forms, positive and negative: <ul style="list-style-type: none"> • All tenses or ways to show time frames • All aspects if applicable (e.g. in English I work/I am working) • All voices and moods if applicable (e.g. passive; subjunctive) • How to express: 'will, would, can, could, should, may, might, ought; will have, could have, should have, etc.
K7	Most commonly used grammatical structures, including those which are complex
K8	Alternative terms and structures which modify style and register for different audiences and contexts

Non-verbal Cultural Conventions	
K9	All common spoken/signed and non-verbal polite conventions (facial expression and gestures, spatial distance, touch, eye contact)

Reference Sources	
K10	How to make effective use of relevant language reference sources (e.g. bilingual and monolingual dictionaries, thesauruses, grammar books, on-line resources).

IBSL Level 4 Certificate in British Sign Language Studies

Assessment Overview

Assessment No	Assessment Description	Unit	Duration of Assessment	Marked By	Pass Mark
1 4.1	Receptive Skills: Learner to watch DVD and answer questions from question paper DVD and Question Paper issued by IBSL	IBSL4AUN	30 minutes	IBSL	67%
2 4.2	Project Presentation: Learner to present to two people one being T/A Assessment list of topics given by IBSL	IBSL4ASN	15-20 minutes 10 minutes Presentation 7-10 discussion	T/A	48 (60%)
3 4.4	BSL to Voice: Learner to watch BSL video clip. To relay the information by summarising by voice onto video recording. Assessment materials issued by IBSL	IBSL4AUN	Less than 1 minute	IBSL	60%
4 4.5	Voice to BSL: Learner to listen to spoken English (video recorded) To relay the information by summarising into BSL onto video recording. Assessment materials issued by IBSL	IBSL4ASN	Less than 1 minute	IBSL	60%
5 4.3	Joint 1:1 Dialogue: Learner and T/A. Learner to choose own topic	IBSL4AUN IBSL4ASN	15-20 minutes	T/A	48 (60%)
6 4.6	Linguistic Observation of a filmed sequence areas Assessment DVD and Question Paper issued by IBSL	IBSL4ALN	Filmed approximately 3 minutes 1 hour to complete	IBSL	60%
7 4.7	Linguistic Essay: Written or signed Assessment Topics given by IBSL	IBSL4ALN	1500 words 10 minutes signed	IBSL	60%
8 4.8	Live Observation: Debate: Learners and T/A Min 3 people; Max 4 people Topic given and chosen on day by External Examiner	IBSL4AUN IBSL4ASN	15 - 20 minutes	External Examiner	17 (60%)

Appendix B

IBSL Level 4 Certificate in British Sign Language

Units IBSL4AUN/IBSL4ASN/IBSL4ALN

ASSESSMENT REGULATIONS

1. Registration of Learners

Registration of Learners for these assessments, together with the appropriate fees, will be required at least 8 weeks prior to the assessment date, using the Learner Registration Form (LRF) provided on IBSL's Online Portal. The Learner Registration Form must be fully completed together with the assessment date(s) as required by IBSL

Centres have a responsibility for obtaining Unique Learner Numbers (ULNs) from the Learning Records Service. IBSL is unable to process Registration of Learners without the ULN of each (SCN in Scotland).

Centres authorised by IBSL to pay by invoices may register their Learners online no later than 2 weeks prior to the assessment date. (Please note the period required for consideration for reasonable adjustments when choosing assessment dates. *See clause 3 below*)

2. Acknowledgement of Learner Registration Form

Upon receipt of the Learner Registration Form(s), IBSL will then send an invoice to the Centre.

Once payment has been received, IBSL will send appropriate assessment papers to the Centre as follows:

For IBSL4.1 Assessment:

IBSL will send appropriate assessment papers together with DVD for the Receptive Skills assessment 4 weeks before the assessment date.

For IBSL4.2, IBSL4.3, IBSL4.4, IBSL4.5, IBSL4.6 and IBSL4.7 Assessment:

IBSL will send appropriate assessment papers 4 weeks before the assessment date.

No additional Learners may be registered for the assessment after this point any Learner not completing the assessment forfeits their fee.

3. Reasonable Adjustments

Centres that request a Reasonable Adjustment on behalf of their Learner(s) should complete a Reasonable Adjustment form (a copy of this can be found on IBSL's Online Portal) and returned to IBSL with the Learner Registration Form.

IBSL will contact the Centre within two weeks to advise whether the request has been approved and how the assessment will be carried out.

4. Teacher/Assessors

It is the responsibility of Centres to appoint a suitably qualified Teacher/Assessor for this unit, and to ensure that this Teacher/Assessor holds a current Trained Assessor Certificate from IBSL. The assessor does not have to be the Teacher, so long as that person also holds IBSL's current Trained Assessor Certificate.

Each Assessor should attend IBSL's Annual Standardisation Meeting (ASM) to keep updated on the assessment procedures.

5. Carrying out Assessments

All assessments must be carried out under appropriate 'examination conditions' and no Learner must receive help from anyone during the assessment. The Teacher/Assessor must complete and sign the appropriate Mark Sheet form to confirm this.

For IBSL4.1 Assessment:

The assessment is carried out at a time agreed by the Centre, the Learner IBSL.

Each Learner must input their names and Unique Learner Number (ULN) in the places provided at the start of the assessment.

For IBSL4.2 Assessment:

The whole of the assessment must be visually recorded by an approved means (DVD, USB or dedicated Computer File), both the Learner and the audience of two being visible in the recording. All participants' faces must be visible within the frame. Individual DVDs or USBs should be used for each assessment and should be appropriately listed in a menu for ease of access by the External Examiner.

The assessment is carried out at a time agreed by the Centre, the Learner and IBSL. Each Learner must fingerspell their names at the start of the assessment. This will be part of the assessment criteria and marked accordingly. A 'log' must be compiled of each DVD showing the order in which each Learner is assessed.

The Learner is allowed to use a PowerPoint aid, but care must be taken to ensure that light reflected by the data projector does not "blacken out" the participants' faces.

For IBSL4.3 Assessment:

The whole of the assessment must be visually recorded by an approved means (DVD, USB or dedicated Computer File), both the Learner and the assessor being visible in the recording. Individual DVDs should be used for each assessment and should be appropriately listed in a menu for ease of access.

The assessment is carried out at a time agreed by the Centre, the Learner and IBSL, and each Learner must fingerspell their names at the start of the assessment. This will be part of the assessment criteria and marked accordingly. A 'log' must be compiled of each DVD showing the order in which each Learner is assessed.

For IBSL4.4 and IBSL4.5 Assessment:

The assessment is carried out at a time agreed by the Centre, the Learner and IBSL

Each Learner must input their names and Unique Learner Number (ULN) in the places provided at the start of the assessment.

For IBSL 4.6 Assessment:

The assessment is carried out at a time agreed by the Centre, the Learner and IBSL

Each Learner must input their names and Unique Learner Number (ULN) in the places provided at the start of the assessment.

For IBSL4.7 Assessment:

The assessment is carried out as part of a private study at a time agreed by the Centre, the Learner IBSL.

Each Learner must input their names and Unique Learner Number (ULN) in the places provided at the start of the assessment.

Centres may appoint an Invigilator to oversee the above assessments.

For IBSL4.8 Assessment:

This assessment will be carried out by an External Examiner from IBSL.

The assessment room should have enough space for the External Examiner to observe the process, if required, and for people to move around.

The External Examiner will sign the Learner Assessment Record form to confirm this.

The External Examiner will complete and sign **IBSL4.8 Mark Sheet** form for each Learner

The whole of the assessment must be visually recorded by an approved means (DVD, USB or dedicated Computer File), all the Learners and the Teacher/Assessor taking part being visible in the recording. Individual DVDs/USBs should be used for each assessment and must be appropriately listed in a menu for ease of access.

There may be other Deaf people in the assessment who are not Learners.

6. The Assessment Room

'Examination conditions' mean that the assessment room:

- Must be identified by an appropriate sign outside the room;
- Must not contain displays of material which could assist the Learner, although Teacher/Assessors may have their own material to help them with the assessment;
- Must be set up correctly for the viewing of the material, taking into account the lighting, the background and the position of the Learner.

'Examination conditions' also mean that:

- Mobile phones must be switched off
- Each Learners' ID must be confirmed
- All unauthorised items/materials/belongings are placed out of reach of the Learners
- Learners are informed they are subject to the rules of the assessment
- Teacher/Assessors must operate the recording equipment themselves
- Learners are supervised throughout the assessment
- There is no distraction or disturbance during the assessment

7. IBSL Forms

Only the official **IBSL Application for Achievement** and the **Mark Sheet Forms** available from IBSL must be used for **all assessments**. No photocopies are permitted. These forms are issued by IBSL. A separate **Mark Sheet Form** is required for each Learner. These forms are available on the IBSL Online Portal.

8. Misconduct

If the Teacher/Assessor or assessment co-ordinator observes any misconduct, the assessment must be stopped immediately, A **Misconduct Report Form** (available from IBSL website) must be completed

The time of the action must be noted, and the Learner informed of the procedure. The **Application for Achievement Form** should be noted with a brief statement describing the incident.

9. Emergencies

If an emergency should occur, e.g. fire alarm, the assessment room must be evacuated immediately in accordance with the instructions of the appropriate authority, and a report detailing the time and date of the incident sent to IBSL.

Depending on the circumstances, the assessment may be:

- a) Resumed if there has been no breach of assessment security, or
- b) Cancelled to be rearranged at a later date or

- c) If the assessment was almost completed, a Special Consideration form should be completed on behalf of the Learner(s).

10. After the Assessment

The **Application for Achievement Form** should be signed by the Teacher/Assessor or Invigilator and sent to IBSL within **7 working days** of the assessment taking place, the Centre retaining a copy for its records.

For IBSL4.1 Assessment:

All paper-based answer papers must also be sent to IBSL with the completed **Application for Achievement Form**; each paper must contain the Learner's ULN in the appropriate place.

The DVD should also be returned, and it must not be copied.

For IBSL4.2 Assessment:

IBSL4.2 Mark Sheets must be correctly completed and signed by the Teacher/Assessor. The Learners DVDs or other appropriate recordings should be checked to ensure that they are viewable. Each recording should be labelled with the Assessment ID and if appropriate, the Learner's ID and the 'log' compiled. These documents and recordings should be collated into a Coursework File and retained by the Centre in a safe place.

For IBSL4.3 Assessment:

IBSL4.3 Mark Sheets must be correctly completed and signed by the Teacher/Assessor. The Learners DVDs or other appropriate recordings should be checked to ensure that they are viewable. Each recording should be labelled with the Assessment ID and if appropriate, the Learner's ID and the 'log' compiled. These documents and recordings should be collated into a Coursework File and retained by the Centre in a safe place.

For IBSL4.4 and IBSL4.5 Assessment:

The video-recorded DVD/USB must be checked to ensure that they are viewable. Each recording should be labelled with the Assessment ID and the Learner's Name and ULN. These documents and recordings should be sent to IBSL with the completed **Application for Achievement Form**. Copies of these documents and recordings must be kept by the Centre for record purposes.

For IBSL4.6 Assessment:

All paper-based answer papers, or in the case of a signed answer version, the video-recorded DVD/USB, must be sent to IBSL with the completed **Application for Achievement Form**; each paper must contain the Learner's ULN in the appropriate place.

For IBSL4.7 Assessment:

All paper-based answer papers, or in the case of a signed answer version, the video-recorded DVD/USB, must be sent to IBSL with the completed **Application for Achievement Form**; each paper must contain the Learner's ULN in the appropriate place

For IBSL4.8 Assessment:

IBSL4.8 Mark Sheet will be completed and signed by the External Examiner.

11. The External Examiner Visit.

The External Examiner (EE) will visit the Centre for the final Live Assessment as part of IBSL's quality assurance process and will check the Learners Coursework Files, by sampling recorded evidence as required.

Therefore, it is essential that IBSL4.2, IBSL4.3, IBSL4.4, IBSL4.5, IBSL4.6 and IBSL4.7 Assessments have been completed before the EE's visit. The External Examiner shall initial appropriate forms in the presence of the

Teacher/Assessor (or appropriate assessment co-ordinator) after sampling and shall take them away, leaving the coursework files, DVDs or other appropriate recordings with the Centre.

12. Issue of Results

IBSL will issue the results of the assessment within **28 working days** following the visit of the External Examiner, together with any forms or certificates for onward forwarding to the Learners.

13. Appeals and Retention of Evidence

The Centre must retain the Learners' DVD evidence for a period of **12 months** following the visit of the External Examiner. In the event of an appeal against assessment decisions, IBSL may require access to this evidence.

In the event of an appeal against the assessment decision, please follow IBSL's Appeals Policy which can be found on IBSL website. IBSL may review the completed papers using a different External Examiner.

Appendix C

Institute of British Sign Language

Level 4 Certificate in British Sign Language Studies

References

Assessment Reference:	Assessment Units:	Date of Assessment:
Name:	ULN:	

Please find below a list of vocabulary used, which was not taught or learnt during class sessions.

New Vocabulary	Source/Reference

Signature:

Date: