



*'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.

Unit Code	Guided Learning Hours (GLH)	Additional Study Hours	Total Qualification Time (TQT)	Credits at Level 4
IBSL4AUN	50	40	90	9
IBSL4ASN	50	40	90	9
IBSL4ALN	50	40	90	9
<b>Total</b>	<b>150</b>	<b>120</b>	<b>270</b>	<b>27</b>

Guided Learning Hours (GLH) includes assessment time. Additional Study Hours includes homework, practise and private study. The Total Qualification Time (TQT) is **270** hours.

### 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 qualification.

### **Assessment**

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 watching a BSL video clip (USB) and transcribe the signed narrative into written English on a transcript sheet. This will be externally assessed.

IBSL4.2 and IBSL4.3 will be recorded on film to USB or online storage 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 to USB or online storage. This will be externally assessed

IBSL4.6 will be by means of an USB and 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.

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**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"> <li>a) Specific ideas or opinions</li> <li>b) The general meaning;</li> <li>c) The supporting arguments.</li> </ul> <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"> <li>a) Extended instructions</li> <li>b) Their urgency or priority</li> </ul> <p>1.5 Recognise opinions</p> <p>1.6 Recognise a wide range of:</p> <ul style="list-style-type: none"> <li>a) Beliefs, feelings or needs</li> <li>b) Preferences.</li> </ul>
<p>2. Be able to 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"> <li>a) Introductions</li> <li>b) Greetings</li> <li>c) Thanks</li> <li>d) Apologies</li> <li>e) Leave-taking</li> </ul> <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. Be able to understand extended language.</p>	<p>3.1 Recognise:</p> <ul style="list-style-type: none"> <li>a) A broad range of vocabulary;</li> <li>b) An extended range of technical language;</li> <li>c) A wide range of language explaining numerical data;</li> <li>d) Extended use of register</li> </ul> <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>

# IBSL Level 4 Certificate in British Sign Language Studies

## Unit IBSL4AUN

### ASSESSMENT SPECIFICATION

There will be **FOUR** assessments forming part of IBSL4AUN.

**Assessment 1 (IBSL4.1)** This is the Receptive Skills Assessment.

The assessment material will be supplied by IBSL in the form of an USB (This USB must **not** be copied) and a Transcript paper

There is no question paper for this assignment.

The Learner will be required to watch a video clip of a signed narrative provided by IBSL.

This assessment will be for **30 minutes**, once the video clip has started, it must be played to the end.

The Learner may watch and rewind the signed narrative as many times as they wish during the 30-minute assessment.

The Learner will then transcribe the signed narrative into written English on a transcript sheet provided by IBSL.

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

*Note: The e-assessments are currently still in course of development, and until these are developed, IBSL are substituting a USB of the same assessment to be used in lieu of the e-assessment. Learners' answers will be in paper-based format.*

After completion of the assessment, the Teacher/Assessor or the Centre is required to send the following to IBSL within **10 working days**:

- The Learners completed **Transcription Answer Paper** and the **USB**
- The signed **Application for Achievement Form**

The Centre is to retain copies of the above for record purposes

The marking will be done by IBSL and the results sent to the Centre within **4-6 weeks**.

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

See Appendix A for **Level 3 BSL Assessment Overview**

See Appendix B for **Assessment Regulations**

**Only an Invigilator or Teacher-Assessor and Learners will be allowed in the assessment room**

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.



**Assessment 2 (IBSL4.4)** This is the BSL to Voice Assessment.

The assessment material will be supplied by IBSL, in the form of an USB. (This USB must **not** be copied)

This assessment **is to be video recorded** in an approved video format from start to finish showing the Learner watching the BSL video clip, making notes and relaying this set of instructions or information verbally to the camera, with the Teacher/Assessor present.

The Learner will watch a video clip of someone delivering a set of instructions or information in BSL for up to one minute, in which they will have up to **10 minutes** to watch the clip **TWICE** and make notes. The Learner will then relay this set of instructions or information verbally to the camera.

*It is important to note that this is **not** an interpreting or translation task, it is merely looking at the Learners 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 their receptive skills, not their 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.*

After completion of the assessment, the Teacher/Assessor or the Centre is required to send the following to IBSL within **10 working days**:

- The Learners **completed BSL to Voice Assessment** via **online storage** and the **USB**
- The signed **Application for Achievement Form**

The Centre is to retain copies of the above for record purposes

The marking will be done by IBSL and the results sent to the Centre within **4-6 weeks**.

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

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

See Appendix B for **Assessment Regulations**

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.

**Assessment 3 (IBSL4.3)** This is the 1:1 Conversation Assessment

This will be 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.

This is a **joint assessment** that is also used to cover evidence for IBSL4ASN

This assessment will be for **10-15 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 USB or online storage) that 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.

After completion of the whole assessment, the Teacher/Assessor or the Centre is required to send the following to IBSL within **10 working days**:

- The signed **Application for Achievement Form**

The Centre is to retain a copy of the above for record purposes

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**

**Assessment 4 (IBSL4.8)** This is the Live Observation Assessment.

This will take the form of a final 'live' debate in the presence of an External Examiner.

This is **a joint assessment** with Unit IBSL4ASN.

The "Live" assessment must be filmed by the Teacher/Assessor or the Centre.

The assessment topic for the live debate will be chosen on the day by the External Examiner (from a short list issued by IBSL) and given to the Teacher/Assessor a few minutes before the live assessment starts.

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 **10-15 minutes**.

The External Examiner will mark this assessment

The pass mark for this assessment is **17 points (60%)**

After completion of the assessment, the **Teacher/Assessor** will be required to complete and sign the **Application for Achievement Form**.

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 **10 working days**.

The Centre must 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 their Coursework File

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

See Appendix B for **Assessment Regulations**

# **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. Be able to 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"> <li>a) Providing facts</li> <li>b) Providing ideas and opinions</li> <li>c) Supporting arguments</li> </ul> 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. Be able to 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. Be able to 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"> <li>a) Intonation</li> <li>b) Pronunciation/articulation</li> <li>c) Stress</li> </ul> so that your message can be easily understood.
4. Be able to 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. Be able to use strategies to convey information informally from your own language into BSL	5.1 Relay information informally from your language into BSL

**IBSL Level 4 Certificate in British Sign Language Studies**  
**Unit IBSL4ASN**  
**Sign Using Extended Signed Language in a Range of Work Situations**

**ASSESSMENT SPECIFICATION**

There will be **FOUR** assessments forming part of IBSL4ASN.

**Assessment 1 (IBSL4.2)** This is the Presentation Assessment.

It will be conducted under controlled and supervised conditions.

This assessment is 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 **7-10 minutes**, to be followed by a **3-5 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 **10-15 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, The Teacher/Assessor will give the Learner the completed and signed **IBSL4.2 Mark Sheet** together with the video-recorded assessment (either on USB or online storage) which is to be collated into a Coursework File.

The Learner is to add their **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 is required to send the **Application for Achievement Form** to **IBSL** (a copy being retained by the Centre for record purposes) within **10 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 Form**

**Assessment 2 (IBSL4.5)** This is the Voice to BSL Assessment.

The assessment material will be supplied by IBSL, in the form of an USB. (This USB must **not** be copied)

This assessment **is to be video recorded** in an approved video format from the start to finish of the Learners assessment. It will show the Learner listening to the spoken English recording video clip, making notes and relaying this set of instructions or information in BSL to the camera, with the Teacher/Assessor present.

The Learner will listen to a video clip of someone verbally delivering a set of instructions or information in spoken English for up to one minute in which they will have up to **10 minutes** to listen to the clip **TWICE** and make notes. The Learner will then relay this set of instructions or information to the camera in BSL.

*It is important to note that this is **not** an interpreting or translation task, it is merely looking at the Learners 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 their productive skills, not their 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.*

After completion of the assessment, the Teacher/Assessor or the Centre is required to send the following to IBSL within **10 working days**:

- The Learners **completed Voice to BSL Assessment via online storage** and the **USB**
- The signed **Application for Achievement Form**

The Centre is to retain copies of the above for record purposes

The marking will be done by IBSL and the results sent to the Centre within **4-6 weeks**.

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

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

See Appendix B for **Assessment Regulations**

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.

**Assessment 3 (IBSL4.3)** This is the 1:1 Conversation Assessment

This will be 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.

This is a **joint assessment** that is also used to cover evidence for IBSL4ASN

This assessment will be for **10-15 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 USB or online storage) that 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.

After completion of the whole assessment, the Teacher/Assessor or the Centre is required to send the following to IBSL within **10 working days**:

- The signed **Application for Achievement Form**

The Centre is to retain a copy of the above for record purposes

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**

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 IBSL4A8.

**Assessment 4 (IBSL 4.8)** This is the Live Observation Assessment.

This will take the form of a final 'live' debate in the presence of an External Examiner.

The "Live" assessment must be filmed by the Teacher/Assessor or the Centre.

This is **a joint assessment** with Unit IBSL4ASN

The assessment topic for the live debate will be chosen on the day by the External Examiner (from a short list issued by IBSL) and given to the Teacher/Assessor a few minutes before the live assessment starts.

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 **10-15 minutes**.

The External Examiner will mark this assessment

The pass mark for this assessment is **17 points (60%)**

After completion of the assessment, the **Teacher/Assessor** will be required to complete and sign the **Application for Achievement Form**.

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 **10 working days**.

The Centre must 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 their Coursework File

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

See Appendix B for **Assessment Regulations**



# **Unit Specification: IBSL4ALN**

## **Exploring Linguistics in British Sign Language**

### **(RQF unit accreditation number: F/503/3714)**

#### **Unit Summary and Assessment Criteria**

##### **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>

**IBSL Level 4 Certificate in British Sign Language Studies**  
**Unit IBSL4ALN**  
**Exploring Linguistics in British Sign Language**

**ASSESSMENT SPECIFICATION**

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

**Assessment 1 (IBSL4.6)** This is the Linguistic Observation Assessment.

It 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 they wish.

There are **FOUR** linguistic questions linked to the 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 for **one hour** (60 minutes) and organised within the Centre.

The pass mark for this assessment 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 answer papers**, (copies being retained by the Centre) to IBSL within **10 working days**.

The marking will be done externally by IBSL and the results sent to the Centre within **4-6 weeks**

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 (IBSL4.7)** This is the written/signed Essay Assessment.  
It will consist of a 1500-word (approximate) written essay on a specific Linguistics topic.  
The essay topic will be given by IBSL

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

After completion of the whole assessment, the Teacher/Assessor or the Centre is required to send the following to IBSL within **10 working days**:

- The Learners **completed written papers**
- The signed **Application for Achievement Form**

The Centre is to retain a copy of the above for record purposes

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

The marking will be done externally by IBSL and the results sent to the Centre within **4-6 weeks**

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 BRITISH SIGN LANGUAGE

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"> <li>• Most connectors (conjunctions: e.g. unless, except that, while; adverbs: e.g. yet, consequently, in addition)</li> <li>• All pronouns</li> </ul>
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"> <li>• All tenses or ways to show time frames</li> <li>• All aspects if applicable (e.g. in English I work/I am working)</li> <li>• All voices and moods if applicable (e.g. passive; subjunctive)</li> <li>• How to express: 'will, would, can, could, should, may, might, ought; will have, could have, should have, etc.</li> </ul>
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
<b>1</b> <b>4.1</b>	<b>Receptive Skills:</b> Learner to watch BSL video clip (USB). To transcribe into written English/BSL on paper provided. <i>USB and Transcript paper issued by IBSL</i>	IBSL4AUN	30 minutes to complete	<b>IBSL</b>	<b>67%</b>
<b>2</b> <b>4.2</b>	<b>Project Presentation:</b> Learner to present to two people one being T/A <i>Assessment list of topics given by IBSL</i>	IBSL4ASN	10-15 minutes 7-10 minutes Presentation 3-5 minutes discussion	<b>T/A</b>	<b>48 (60%)</b>
<b>3</b> <b>4.3</b>	<b>Conversation:</b> 1:1 Conversation between the Learner and Teacher/Assessor <i>Learner to choose own topic</i>	IBSL4AUN IBSL4ASN	10-15 minutes	<b>T/A</b>	<b>48 (60%)</b>
<b>4</b> <b>4.4</b>	<b>BSL to Voice:</b> Learner to watch BSL video clip. To relay the information by voice onto video recording. <i>Assessment materials issued by IBSL</i>	IBSL4AUN	Less than 1 minute	<b>IBSL</b>	<b>60%</b>
<b>5</b> <b>4.5</b>	<b>Voice to BSL:</b> Learner to listen to spoken English. To relay the information into BSL onto video recording. <i>Assessment materials issued by IBSL</i>	IBSL4ASN	Less than 1 minute	<b>IBSL</b>	<b>60%</b>
<b>6</b> <b>4.6</b>	<b>Linguistic Observation:</b> Observation of a BSL video clip (USB) Learner to answer questions from question paper <i>Assessment USB and Question Paper issued by IBSL</i>	IBSL4ALN	Filmed approximately 3 minutes 1 hour to complete	<b>IBSL</b>	<b>60%</b>
<b>7</b> <b>4.7</b>	<b>Linguistic Essay:</b> Written or signed <i>Essay Topic given by IBSL</i>	IBSL4ALN	1500 words 15 minutes signed	<b>IBSL</b>	<b>60%</b>
<b>8</b> <b>4.8</b>	<b>Live Observation:</b> Debate between Learners and T/A Min 3 people; Max 4 people <i>Topic given and chosen on day by External Examiner</i>	IBSL4AUN IBSL4ASN	10-15 minutes	<b>External Examiner</b>	<b>17 (60%)</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).

(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, assessment papers will be available to the Centre as follows:

##### For IBSL4.1 Assessment:

Receptive Skills Assessment papers will be available from IBSL Online Portal **4 weeks** before the assessment date.

IBSL will send USB with video clip to the Centre **4 weeks** before the assessment date.

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

Assessment papers will be available from IBSL Online Portal **4 weeks** before the assessment date.

##### For IBSL4.8

Assessment papers will be available from IBSL Online Portal **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. Invigilator or Teacher/Assessor

It is the responsibility of Centres to appoint a suitably qualified Invigilator or Teacher/Assessor to oversee and co-ordinate Assessments, ensuring that they are familiar with IBSL's regulations for external assessments.

It is also the responsibility of Centres to appoint a suitably qualified Teacher/Assessor for these units. The Teacher/Assessor must have an appropriate Assessor qualification or equivalent. The Assessor does not have to be the Teacher, so long as that person also holds a recognised 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.

### **For IBSL4.2 Assessment:**

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

The whole of the assessment must be visually recorded by an approved means (USB or online storage).

Both the Learner and the audience of two being visible in the recording. All participants' faces must be visible within the frame.

Each Learners completed assessment must be appropriately listed in a menu (online storage) for ease of access by the External Examiner.

Each Learner must fingerspell their names at the start of the assessment.

A 'log' must be compiled of each USB or online storage 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 assessment is to be carried out at a time agreed by the Centre, the Learner and IBSL

The whole of the assessment must be visually recorded by an approved means (USB or online storage). Both the Learner and the Teacher/Assessor being visible in the recording. Both participants' faces must be visible within the frame.

Each Learners completed assessment must be appropriately listed in a menu (online storage) for ease of access by the External Examiner.

Each Learner must fingerspell their names at the start of the assessment.

A 'log' must be compiled of each USB or online storage showing the order in which each Learner is assessed.

Centres may appoint an Invigilator or Teacher-Assessor to oversee the above assessments.

### **For IBSL4.4 and IBSL4.5 Assessment:**

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

### **For IBSL 4.6 Assessment:**

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

### **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.

Centres may appoint an Invigilator to oversee the above assessments.



**For IBSL4.8 Assessment:**

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

The 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 whole assessment must be visually recorded by an approved means (USB or online storage).

All the Learners and the Teacher/Assessor taking part being visible in the recording.

A 'log' must be compiled of each USB showing the order in which each Learner is assessed.

Each Learners completed assessment must be appropriately listed in a menu (online storage)

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

The Teacher/Assessor is to complete the **Application for Achievement Form** and send to IBSL within **10 working days**

**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** must be used.

These forms are available from IBSL Online Portal.

A separate **Mark Sheet Form** is required for each Learner.

Photocopies of the AAF are not permitted.

**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 **10 working days** of the assessment taking place, the Centre retaining a copy for its records.

### For IBSL4.1 Assessment:

All completed paper-based answer papers must be sent to IBSL within **10 working days**.  
The USB must be returned and not be copied.

### For IBSL4.2 Assessment:

IBSL4.2 Mark Sheets must be correctly completed and signed by the Teacher/Assessor. The Learners USB or online storage 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 USBs 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 online storage 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 completed recordings must be sent to IBSL via **online storage** together with the completed **Application for Achievement Form** and the USB.  
Copies of these documents and recordings must be kept by the Centre for record purposes.

### For IBSL4.6 Assessment:

All completed paper-based answer papers must be sent to IBSL within **10 working days**.

### For IBSL4.7 Assessment:

All completed paper-based answer papers must be sent to IBSL within **10 working days**.

### 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 IBSL4.1, IBSL4.2, IBSL4.3, IBSL4.4, IBSL4.5, IBSL4.6 and IBSL4.7 Assessments have been completed before the EE's visit.

### **12. Issue of Results**

IBSL will issue the results of the assessment within **4 to 6 weeks** 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' USB or online storage 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.



## Level 4 Certificate in British Sign Language Studies References

<b>Centre Number:</b>	<b>Assessment Reference:</b>	<b>Date of Assessment:</b>
<b>Name:</b>	<b>ULN:</b>	

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

New Vocabulary	Source/Reference

**Signature:** .....

**Date:** .....