



'Promoting Quality in British Sign Language'

Qualification Specification

Level 2 Certificate in British Sign Language Studies

QAN: 501/0707/0

2019-2020

“The specification has been updated to provide greater clarity and improved information on assessment only. The learning outcomes and assessment requirements themselves are unchanged from the previous version of this specification.”



‘Promoting Quality in British Sign Language’

Please read through this Qualification Specification.

If you have any queries, please contact iBSL.

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Qualification Specification

iBSL Level 2 Certificate in British Sign Language Studies

RQF Accreditation Number: 501/0707/0

IBSL Qualification Reference: IBSL2A1

Qualification Aim

This qualification aims to further Learners' experiences and development in communication through British Sign Language (BSL) with Deaf people on everyday topics involving social life and at work, school or college. A Level 2 course will enable development in functional BSL communication in more depth than at Level 1, requiring a wider grasp of grammar in order to cope with some non-routine language exchanges.

This qualification has been developed in accordance with the National Language Standards at Level 2.

Qualification Structure

The qualification is divided into four units as follows:

IBSL2A1: Receptive skills in British Sign Language

Unit Number: J/601/9646

IBSL2A2: Developing BSL presentation skills

Unit Number: L/601/9647

IBSL2A3: Understand and take part in routine conversations in BSL

Unit Number: R/601/9648

IBSL2A4: Understand and use routine BSL in everyday contexts

Unit Number: Y/601/9649

All four units can be achieved separately, but the full Level 2 Certificate in British Sign Language 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 2
IBSL 2A1	20	10	30	3
IBSL 2A2	40	20	60	6
IBSL 2A3	20	10	30	3
IBSL 2A4	20	10	30	3
Total	100	50	150	15

Guided Learning Hours (GLH) includes assessment time. Additional Study Hours includes homework, practise and private study. The Total Qualification Time (TQT) is **150** hours.

Qualification Objectives

At the end of the qualification, Learners will be able to:

- Acquire sufficient language to enable communication with Deaf people, including those in the workplace or at school/college, at an intermediate level.
- Develop the ability to present personal, social and work-related information in BSL.
- Exchange routine information with Deaf people about social life and/or the workplace or at school and college.
- Understand and give advice and instructions about everyday work and/or social matters

These objectives relate to the National Language Standards at Level 2

Target Group

The Level 2 Certificate in BSL Studies is suitable for those who:

- wish to acquire extended British Sign Language skills for the purpose of holding more detailed communication with Deaf people, including family, friends and colleagues at work/school/college.
- need to acquire BSL skills as part of a programme of study or professional development.
- are studying for personal development with a view to future employment.
- wish to progress from the Level 1 Award.

The qualification is also suitable for Deaf people wishing to acquire a qualification in their own language.

Entry Requirements

Entrants should have achieved Level 1 Award in BSL before embarking on the Level 2 Certificate in BSL programme.

Progression Routes

Upon completion of this qualification, Learners may progress as follows:

- iBSL Level 3 Certificate in British Sign Language Studies

Assessment

The assessment for each unit is different. It is recommended that the first three units, IBSL2A1, IBSL2A2 and IBSL2A3, should be taken first. Arrangements should be made for an iBSL External Examiner to visit the Centre when the final unit IBSL2A4 is to be assessed.

- Unit **IBSL2A1** will be assessed by means of a question and answer paper. This will be externally assessed by the iBSL Examiner.
- Units **IBSL2A2** and **IBSL2A3** will be internally assessed by the Teacher-Assessor and will be externally moderated by the iBSL External Examiner during the visit.
- Unit **IBSL2A4** will be taken in the presence of and assessed by an iBSL External Examiner by means of a 'live' assessment.

The assessment materials for units IBSL2A1 must be scanned and uploaded to iBSL's portal, as well as unit IBSL2A2 and IBSL2A3, which must be filmed and uploaded to the portal. All this evidence, apart from the 'live' assessment, will be collated into a coursework file.

iBSL Level 2 Certificate in British Sign Language Studies

Unit Specification: IBSL2A1

Receptive skills in British Sign Language (RQF Accreditation Number: J/601/9646)

Unit Summary, Learning Outcomes and Assessment Criteria

Topics and Content: Mandatory

- **Meeting people** (Areas to be covered in this category include the following sub-topics: *people* (including *extended family members*), *friends and colleagues* or *those that are met regularly at work, school or college*; *behaviours/actions and feelings towards people*)
- **Work, school and/or college** (details about *daily routines*, and *infrequent activities such as going on special courses, future plans*)
- **Lifestyle choices** (*experiences, hobbies and interests, events and activities*)
- **Timeframes** (areas to be covered include *showing different aspects of an event in time, showing continuation, continuity and frequency, and using time sequences*)
- **Use of routine linking conventions and prepositions** (i.e. *use of sign structures, linking words and phrases*)
- **Signing structure and key grammatical features** (*placement, use of verbs and phrases, non-manual features, sign order and sign forms, handshapes, direction, orientation, question forms, negation and affirmation, characterisation, timelines, conditionality, signing space, fluency, listing and itemising, using vocabulary in correct context, making comparisons, using numbers*). [See also *Knowledge and Understanding Skills section page*]

Comprehension Skills: Mandatory

- Learners should demonstrate that they can understand routine language in everyday situations including specific details about personal, social or work circumstances/activities.

Learning Outcomes and Assessment Criteria for the IBSL2A1 Unit

Learning Outcomes	Assessment Criteria
1. Be able to extract information from a variety of routine statements, descriptions or explanations in British Sign Language.	1.1 - Understand specific personal or social details from a variety of sources in British Sign Language. 1.2 - Understand step-by-step instructions or directions or other forms of advice given in British Sign Language. 1.3 - Show, within context, an understanding of simple BSL combinations of structures and set phrases, including verbs, adverbs, adjectives, question forms, affirmation and/or negation signs.
2. Be able to understand the main points of routine statements, descriptions or explanations.	2.1 - Understand the main points of a message delivered British Sign Language. 2.2 - Show within context an understanding of simple BSL combinations of structures and set phrases, including verbs, adverbs, adjectives, question forms, affirmative and/or negation signs.

iBSL Level 2 Certificate in British Sign Language Studies

Unit IBSL2A1

Receptive skills in British Sign Language

ASSESSMENT SPECIFICATION

Assessment 1 (IBSL2A1)

This is the **Receptive Skills** assessment. The Centre will receive a notification email when the assessment media is issued and it will contain a link to the online video (this is watermarked for authentication purposes). This link will **only be active** for a few hours before and after the **assessment date and time** (e.g. 2 hours before and 2 hours afterwards). These windows of time will be standard and set by iBSL for all videos on the portal. The Learners will be required to complete a question and answer paper supplied by iBSL.

The duration of the assessment will be approximately **20 minutes**, and the Learner will need to answer all **12 questions** on the question and answer paper. The question paper has three parts along with 4 questions to answer in each part. The online video must be played through to its end and **must not be stopped, paused or interrupted for any reason** (see **Guidance Notes for IBSL2A1**).

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

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

After completion of the assessment, the Centre is required to upload the assessment materials onto iBSL's portal within **10 working days**:

- The Learner's completed **question and answer papers**
- The signed **Application for Achievement Form**

This assessment will be marked by an iBSL Examiner and the Centre will receive the results within **6-8 weeks**.

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

- See Appendix A for **Level 2 BSL Assessment Overview**
- See Appendix B for **Assessment Regulations**
- See **Guidance Notes for IBSL2A1**

iBSL Level 2 Certificate in British Sign Language Studies

Unit IBSL2A1: Receptive skills in British Sign Language

Guidance Notes for IBSL2A1 Assessment

Online video via iBSL's portal

Learners will be assessed on their receptive skills by watching a signed clip via iBSL's online portal. The question paper has **three parts**, with **4 questions** to answer in each part. There are **12 questions** in total, some are **multiple choice questions** and a few are **standard questions** that require the Learner to give their own answer independently.

1. Start the assessment by pressing play on the online video on the portal. The online video should be left to play for the duration of the assessment and is **not allowed to be paused or stopped**.
2. Read the questions for **60 seconds** before the 1st viewing of the signed information. **12 questions** will follow, separated into **three groups of four questions**.
3. On the **1st viewing**, watch the signed story in full. **Learners are not allowed to answer the questions during the first viewing**.
4. The signed story will be repeated a **second time** and split into **three parts**. **Learners are not allowed to answer the questions during the second viewing**.
5. After watching the **first section of the 2nd viewing**, Learners must complete the exam paper by answering questions 1, 2, 3 and 4. The time allowed for answering these four questions is **90 seconds**.
6. After watching the **second section of the 2nd viewing**, Learners must complete the exam paper by answering questions 5, 6, 7 and 8. The time allowed for answering these four questions is **90 seconds**.
7. After watching the **third section of the 2nd viewing**, Learners must complete the exam paper by answering questions 9, 10, 11 and 12. The time allowed for answering these four questions is **90 seconds**.
8. The assessment will **end** when the clip has finished.

The duration of this assessment is approximately 20 minutes.

iBSL Level 2 Certificate in British Sign Language Studies
Unit Specification: IBSL2A2
Developing BSL presentation skills
(RQF Accreditation Number: L/601/9647)

Unit Summary, Learning Outcomes and Assessment Criteria

Topics and Content: Mandatory

- **Describing day-to-day activities of self and others in personal or social circumstances** (functional information about *self and others, personal or social activities/tasks carried out on an everyday basis using appropriate terminology*)
- **Describing day-to-day activities of self and others at work, school or college** (functional information about *work, school or college, activities/tasks carried out daily at work, school or college using appropriate terminology*)
- **Lifestyle choices** (*experiences, hobbies and interests, events and activities*)
- **Timeframes** (areas to be covered include *showing different aspects of an event in time, showing continuation, continuity and frequency, and using time sequences*)
- **Use of routine linking conventions and prepositions** (i.e. *use of sign structures, linking words and phrases*)
- **Signing structure and key grammatical features** (*placement, use of verbs and phrases, non-manual features, sign order and sign forms, handshapes, direction, orientation, question forms, negation and affirmation, characterisation, timelines, conditionality, signing space, fluency, listing and itemising, using vocabulary in correct context, making comparisons, using numbers*). [See also *Knowledge and Understanding Skills* section page]

Production Skills: Mandatory

- Learners should demonstrate that they can sign at an appropriate pace and flow, using signing space and grammatical features correctly, with reasonable speed, using a range of vocabulary relevant to the Level of the award, unit and topic.
- Learners need to demonstrate that they are able to put together and present a structured report or presentation and respond to questions raised after the presentation.
- Learners need to demonstrate that they are able to distinguish between the use of formal and informal register.

Research and Referencing Skills

- Learners need to demonstrate that they have researched the topic or subject of their presentation and reference their research in their coursework file.
- Learners should also prepare a glossary for inclusion in the coursework file. [See also *Knowledge & Understanding Skills* section page]
- Learners have an additional 30 hours for this learning outcome, which should take place out-of-class. It is because of this element that this unit has 6 credits, whereas all the other units have 3 credits.

Learning Outcomes and Assessment Criteria for the IBSL2A2 Unit

Learning Outcomes	Assessment Criteria
1. Be able to deliver short reports in British Sign Language.	1.1 - Research and present a report in British Sign Language about a personal or social issue. 1.2 - Research and present a report in British Sign Language about a work-related issue.
2. Respond to questions and/or comments arising from the reports.	2.1 - Answer questions arising from the presentation of the report/description. 2.2 - Respond to comments arising from the presentation of the report/ description.
3. Be able to research a report or presentation topic.	3.1 - Show evidence of research and preparation for the signed report/description. 3.2 - Demonstrate by the means of a glossary how clarification and confirmation of meaning has been achieved.

iBSL Level 2 Certificate in British Sign Language Studies

Unit IBSL2A2: Developing BSL presentation skills

ASSESSMENT SPECIFICATION

Assessment 2 (IBSL2A2)

This is the **Presentation Skills** assessment. It will be conducted under controlled and supervised conditions. This presentation assessment will involve a report in BSL. The assessment should be film-recorded in an approved format. The Learner will choose **one** topic from the list given and have **four weeks to prepare** for the assessment. Topics are supplied by iBSL.

For this unit the Learner will deliver the presentation of a report based on **one** work-related or social/community activity topic which should have been researched. The presentation will be delivered to **an audience of two** (*one of whom must be the Teacher-Assessor*).

The delivery of this presentation will be for **4-6 minutes**, to be followed by a **3-4 minutes** session 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.

The total duration for this assessment will be **7-10 minutes** (Presentation and follow-up session)

The Teacher-Assessor is to complete the **IBSL2A2 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. The Centre must retain the filmed evidence and coursework files in a safe place. The **iBSL External Examiner** will visit the Centre for the purpose of observing the **IBSL2A2** assessment and, during this visit, they will also request sight of the filmed evidence and coursework files. The Learners' evidence will be randomly sampled from their coursework files.

After completion of the assessment, the Teacher-Assessor should then complete the **cover sheet** for the coursework file confirming that the evidence is the Learner's own work. The Centre is required to upload the following assessment materials onto iBSL's portal within **10 working days**:

- The Learner's completed **filmed evidence** in an approved format
- The evidence of Learner's **reference sources**
- The completed and signed **IBSL2A2 Mark Sheet**
- The signed **Application for Achievement Form**

The Centre must retain copies of the above for evidence purposes for a period of 12 months.

The pass mark for this assessment is **39 points** (60%)

- See Appendix A for **Level 2 BSL Assessment Overview**
- See Appendix B for **Assessment Regulations**
- See Appendix C for **Reference Source Form**

iBSL Level 2 Certificate in British Sign Language Studies

Unit Specification: IBSL2A3

Understand and take part in routine conversations in BSL (RQF accreditation number: R/601/9648)

Unit Summary, Learning Outcomes and Assessment Criteria

Topics and Content: Mandatory

- **Meeting people** (Areas to be covered in this category include the ability to ask and respond to questions about the following sub-topics: *people (including extended family members, friends and colleagues or those that are met regularly at work, school or college, behaviours/actions and feelings relating to people)*)
- **Work, school and/or college** (details about *daily routines, and infrequent activities such as going on special courses, future plans*)
- **Personal and social lifestyle choices** (*experiences, hobbies and interests, events and activities*)
- **Timeframes** (areas to be covered include: *showing different aspects of an event in time, showing continuation, continuity and frequency, and using time sequences*)
- **Use of routine linking conventions and prepositions** (i.e. *use of sign structures, linking words and phrases*)
- **Signing structure and key grammatical features** (*placement, use of verbs & phrases, non-manual features, sign order and sign forms, handshapes, direction, orientation, question forms, negation & affirmation, characterisation, timelines, conditionality, signing space, fluency, listing and itemising, using vocabulary in correct context, making comparisons, using numbers*). [See also Knowledge and Understanding Skills section page]

Comprehension and Production Skills: Mandatory

- Learners should demonstrate that they can understand their teacher and others, answer questions correctly, and understand brief descriptions of personal, social or work circumstances.
- Learners should demonstrate that they can sign at an appropriate pace and flow, using appropriate grammatical features correctly and provide brief descriptions of personal, social or work circumstances at reasonable speed using a range of vocabulary relevant to the topic.
- Learners should produce language that is reasonably accurate and be able to achieve the Knowledge and Skills criteria.
- Learners need to demonstrate that they are able to distinguish between the use of formal and informal register.

Learning Outcomes and Assessment Criteria for the IBSL2A3 Unit

Learning Outcomes	Assessment Criteria
1. Be able to engage in routine conversations in British Sign Language.	1.1 - Understand and use routine questions and responses about everyday personal, social and work-related topics. 1.2 - Understand and use routine questions, set phrases and structures to receive and make requests and/or clarify understanding. 1.3 - Use language and vocabulary that is appropriate to the situation, subject and context, taking into account appropriate use of BSL sign structures and key grammatical features, such as BSL mouth patterns, sign articulation and non-manual features. 1.4 - Respond and interact appropriately to questions, instructions or information from other participants in routine conversation.
2. Be able to understand and express routine opinions, ideas and views in British Sign Language.	2.1 Understand and express routine opinions, ideas and views. 2.2 Understand the main points of routine conversations. 2.3 - Make the appropriate use of BSL conventions for interrupting, clarifying, seeking attention and turn-taking.

iBSL Level 2 Certificate in British Sign Language Studies

Unit IBSL2A3: Understand and take part in routine conversations in BSL

ASSESSMENT SPECIFICATION

Assessment 3 (IBSL2A3)

This is the **Conversational Skills** assessment. This will be a conversation between the Learner and the Teacher-Assessor. The assessment should be film-recorded in an approved format. On the day of the assessment date, the Learner will choose **one** topic from the list provided and be given **10 minutes' preparation** before the start of the assessment. Topics are supplied by iBSL.

The Centre should set up three rooms for waiting, preparation and examination on the day of the assessment.

The assessment should 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.

The duration of this assessment will be **7-10 minutes**.

The Teacher-Assessor is to complete the **IBSL2A3 Mark Sheet** and sign the document accordingly.

On completion of the Conversational Skills assessment, the **Application for Achievement Form** is to be signed by the Teacher-Assessor. The Centre must retain the filmed evidence and coursework files in a safe place. The **iBSL External Examiner** will visit the Centre for the purpose of observing the **IBSL2A4** assessment and, during this visit, they will also request sight of the filmed evidence and coursework files. The Learners' evidence will be randomly sampled from their coursework files.

After completion of the assessment, all Learners' evidence should be allocated into individual coursework files and the Teacher-Assessor should then complete the **cover sheet** for the coursework file confirming that the evidence is the Learner's own work. The Centre is required to upload the following assessment materials onto iBSL's portal within **10 working days**:

- The Learner's completed **filmed evidence** in an approved format
- The completed and signed **IBSL2A3 Mark Sheet**
- The signed **Application for Achievement Form**

The Centre must retain copies of the above for evidence purposes for a period of 12 months.

The pass mark for this assessment is **39 points (60%)**.

- See Appendix A for **Level 2 BSL Assessment Overview**
- See Appendix B for **Assessment Regulations**

iBSL Level 2 Certificate in British Sign Language Studies

Unit Specification: IBSL2A4

Understand and use routine BSL in everyday contexts

(RQF accreditation number: Y/601/9649)

Unit Summary, Learning Outcomes and Assessment Criteria

Topics and Content: Mandatory

- **Meeting people** (Areas to be covered in this category include the ability to ask and respond to questions about the following sub-topics: *people (including extended family members, friends and colleagues or those that are met regularly at work, school or college, behaviours/actions and feelings relating to people)*)
- **Work, school and/or college** (details about *daily routines, and infrequent activities such as going on special courses, future plans*)
- **Personal and social lifestyle choices** (*experiences, hobbies and interests, events and activities*)
- **Timeframes** (areas to be covered include: *showing different aspects of an event in time, showing continuation, continuity and frequency, and using time sequences*)
- **Use of routine linking conventions and prepositions** (i.e. *use of sign structures, linking words and phrases*)
- **Signing structure and key grammatical features** (*placement, use of verbs & phrases, non-manual features, sign order and sign forms, handshapes, direction, orientation, question forms, negation & affirmation, characterisation, timelines, conditionality, signing space, fluency, listing and itemising, using vocabulary in correct context, making comparisons, using numbers*). [See also Knowledge and Understanding Skills section page]

Comprehension and Production Skills: Mandatory

- Learners should demonstrate that they can understand and interact with their teacher and other people in groups, conversing using BSL to the best of their ability.
- Learners should demonstrate that they can sign at an appropriate pace and flow, using appropriate grammatical features correctly and provide brief descriptions of personal, social or work circumstances at reasonable speed using a range of vocabulary relevant to the topic.
- Learners should produce language that is reasonably accurate and be able to achieve the Knowledge and Skills criteria.
- Learners need to demonstrate that they are able to distinguish between the use of formal and informal register.

Learning Outcomes and Assessment Criteria for the IBSL2A4 Unit

Learning Outcomes	Assessment Criteria
<p>1. Be able to ask for and provide routine information relating to everyday contexts in British Sign Language, i.e. <i>"How are you?"</i>, <i>"How's your Mum & Dad?"</i>, <i>"Where've you come from?"</i></p>	<p>1.1 - Introduce self and other people.</p> <p>1.2 - Exchange information and/or other details about a personal area of work or study environment.</p> <p>1.3 - Demonstrate, within context, accurate use of a range of simple BSL structures and set phrases.</p>
<p>2. Be able to ask for and provide general information in British Sign Language regarding personal, social or work-related matters, i.e.: <i>"I need a day-off for a doctor's appointment, is that ok?"</i> <i>"I dislike working the night shift."</i> <i>"This order is urgent and has to go out by this Friday."</i></p>	<p>2.1 - Ask for and provide ad hoc advice and information about everyday personal, social or work matters, including products/services relating to a personal work area or study environment.</p> <p>2.2 - Express likes, dislikes and/or preferences about work products and/or services.</p> <p>2.3 - Demonstrate, within context, a range of simple BSL structures and set phrases, including verbs, adverbs, adjectives, question forms, affirmation and/or negation signs.</p>

iBSL Level 2 Certificate in British Sign Language Studies

Unit IBSL2A4: Understand and use routine BSL in everyday contexts

ASSESSMENT SPECIFICATION

Assessment 4 (IBSL2A4)

This is the **Live Observation** assessment. This will take the form of a “**live**” discussion in the presence of an iBSL External Examiner. The Teacher-Assessor will also take part in the live discussion. The Live observation assessment must be filmed by the Teacher-Assessor or the Centre. The assessment topic for the live discussion will be chosen on the day by the iBSL External Examiner (from a short list issued by iBSL) and given to the Teacher-Assessor **five 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 or a Café.

The Centre should set up rooms for waiting and examination on the day of the assessment.

The assessment should be set out in a way so that the Learner has opportunities to demonstrate both productive and receptive skills with other people during the assessment and should continue until the iBSL External Examiner is satisfied that all the required performance criteria have been covered.

This duration of this assessment will be **10-15 minutes**

The iBSL External Examiner is to observe **IBSL2A4** assessment and complete the **IBSL2A4 Mark Sheet**.

During the visit, the iBSL External Examiner will request sight of the filmed evidence and coursework files. The Learners’ evidence will be randomly sampled from their coursework files.

On completion of the Live Observation assessment, the **Application for Achievement Form** is to be signed by the Teacher-Assessor. The Centre must retain the filmed evidence and coursework files in a safe place.

After completion of the assessment, the Centre is required to upload the following assessment materials onto iBSL’s portal within **10 working days**:

- The Learner’s completed **filmed evidence** in an approved format
- The Learner’s completed and signed-off **coursework files**.
- The signed **Application for Achievement Form**

The Centre must retain copies of the above for evidence purposes for a period of 12 months.

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

- See Appendix A for **Level 2 BSL Assessment Overview**
- See Appendix B for **Assessment Regulations**

iBSL Level 2 Certificate in British Sign Language Studies Knowledge and Understanding

Knowledge and understanding are not assessed separately; they are achieved through the Assessment Criteria.

Knowledge and understanding required for **ROUTINE** language proficiency at Level 2 as follows:

Competence Level:

- Common everyday language for routine situations
- May lack fluency and be unable to adapt language outside familiar areas

Vocabulary	
K1	Use and understand everyday vocabulary
K2	Use and understand common words/signs used in your work/social settings
K3	Use and understand a range of everyday connectors in BSL (e.g. 'why', 'through', 'means', 'bad')
K4	Use and understand common set phrases expressing politeness. Polite ways to express: <ul style="list-style-type: none"> • Forms of address, greeting, leave-taking; mealtime conventions • Feelings (wishes, gratitude, regret, apology) • Agreement and disagreement
K5	Use and understand routine numerical terms (e.g. all numbers, time, dates, quantity)
Grammatical Forms	
K6	Use most common ways to express past, present and future events (e.g. using 'yesterday'; 'last year'; or verb forms if appropriate)
K7	Use and understand positive and negative statements (e.g. "I don't like"; "I'm not going")
K8	Use and understand common question words/signs and common ways to ask questions (e.g. "Did you?", "Have you?")
K9	Use common ways to ask permission (<i>can, must</i>) and give instructions (<i>what to do and what not to do</i>)
Non-verbal Cultural Conventions	
K10	Use key non-verbal politeness conventions (e.g. greetings, spatial distance, touch, eye contact)
Reference Sources	
K11	Use reference sources to find out or check meaning and/or accuracy (e.g. glossaries, dictionaries, phrasebooks, basic on-line resources)

Appendix A

iBSL Level 2 Certificate in British Sign Language Studies

Assessments: IBSL2A1 / IBSL2A2 / IBSL2A3 / IBSL2A4

ASSESSMENT OVERVIEW

Assessment No	Assessment Description	Unit	Duration of Assessment	Marked By	Pass Mark
1 2A1	Receptive Skills: Learner to watch BSL online video via portal and answer questions on question paper. Assessment will be carried out in a supervised session with an Invigilator. Assessment media to be issued by iBSL via online portal	IBSL2A1	Approx. 20 minutes	iBSL Examiner	67%
2 2A2	Presentation Skills: Learner to choose one topic and present a report to the audience of two people (one being Teacher-Assessor), followed by questions or discussion from the audience. Assessment topics to be supplied by iBSL via online portal	IBSL2A2	7-10 minutes <i>(4-6 minutes for presentation and 3-4 minutes for discussion)</i>	T/A's results are *provisional and subject to change by the iBSL Examiner	39 (60%)
3 2A3	Conversation Skills: Learner to choose one topic and have a conversation with Teacher-Assessor which demonstrates productive and receptive skills. It must be film-recorded. Assessment topics to be supplied by iBSL via online portal	IBSL2A3	7-10 minutes	T/A's results are *provisional and subject to change by the iBSL Examiner	39 (60%)
4 2A4	Live Observation: Group Discussion between Learners and Teacher-Assessor; Min 3 people; Max 4 people which demonstrates productive and receptive skills. It must be film-recorded. Assessment topic given and chosen on day by iBSL External Examiner	IBSL2A4	10-15 minutes	iBSL External Examiner	17 (60%)

Note:

*Teacher-Assessor (T/A) given marks are **provisional** until the marks have been confirmed by the iBSL External Examiner. **Provisional marks are not certified**, and the official results will be issued by iBSL after the decision has been made by the iBSL external examiner during the visit to the Centre.

Appendix B

iBSL Level 2 Award in British Sign Language Studies

Assessments: IBSL2A1 / IBSL2A2 / IBSL2A3 / IBSL2A4

ASSESSMENT REGULATIONS

1. Registration of Learners

iBSL **no longer uses LRF forms** for the registration of Learners. The Centre is required to register Learners through iBSL's online portal. The nominated person at the Centre who can access iBSL's portal with 'Centre' access rights must enter the Learner's details (including **Unique Learner Numbers**) onto the iBSL portal. Once entered and saved onto the portal, the Learners can then be allocated to the relevant course. It is essential that you first check to see if the Learner is already registered on the portal, as the system will not allow you to create multiple records with the same ULN.

Centres are **responsible for obtaining Unique Learner Numbers (ULNs)** from the Learning Records Service. iBSL are unable to process the registration of Learners without the ULN of each (SCN in Scotland). Centres requiring ULNs can go to www.lrs.education.gov.uk to obtain them or contact them directly for further information. Please note that Learners **MUST** have a ULN (or SCN) before they can be registered for any assessment.

(Please note the notice period required for consideration of reasonable adjustments when choosing assessment dates. *See clause 3 below*)

2. Acknowledgement of Learner Registration

Upon the approval of Learner Registration, iBSL will then send an invoice to the Centre. Once payment has been received, assessment materials will be available to the Centre via iBSL's portal as follows:

For IBSL2A1 Assessment:

The question papers and Application for Achievement Form will be available from iBSL's online portal, and iBSL will **release the assessment online video** through iBSL's online portal **on the day of the assessment date**.

For IBSL2A2 Assessment:

The Application for Achievement Form will be available from iBSL's online portal, and iBSL will **release the assessment topics** through iBSL's portal **4 weeks before the assessment date**.

For IBSL2A3 Assessment:

The Application for Achievement Form will be available from iBSL's online portal, and iBSL will **release the assessment topics** through iBSL's portal **on the day of the assessment date**.

For IBSL2A4 Assessment:

The Application for Achievement Form will be available from iBSL's online portal, and iBSL External Examiner will **give a drop-in topic on the day of the 'live' assessment**.

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) must complete a Reasonable Adjustment form via iBSL's online portal. iBSL will contact the Centre within **four weeks** to advise whether or not the request has been approved and how the assessment will be carried out.

4. Teacher-Assessors

It is the responsibility of the Centre to appoint a suitably qualified Teacher-Assessor for these units. The Teacher-Assessor must have an appropriate Assessor qualification or equivalent.

Teacher-Assessor should attend iBSL's Annual Standardisation Meeting (ASM) in order to keep up to date with current assessment procedures.

5. Carrying out Assessments

The assessment is to be carried out at a time agreed by the Centre, the Learner and iBSL. All assessments must be carried out under appropriate '**Examination Conditions**' and no Learner must receive help from anyone during the assessment (except where a **Reasonable adjustment** (RA) has been agreed by iBSL).

The Teacher-Assessor must complete and sign the **Application for Achievement Form** and **Mark Sheet Form** (where applicable) to confirm this.

For IBSL2A1 Assessment:

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

For IBSL2A2 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, with both the Learner and the audience of two being visible in the recording. The completed assessment clip must be uploaded to iBSL's online portal.

- All participants' faces must be visible within the frame.
- Each Learner must fingerspell their full name at the start of the assessment. This is not part of the marked assessment and it is for verification purposes only. The Learner should fingerspell their full name as it was registered onto iBSL's portal.
- The Learner is allowed to use a PowerPoint aid but care must be taken to ensure that light reflected by the projector does not "blacken out" the participants' faces.
- Centres should take care to ensure that assessment materials and clips are uploaded to the correct learner's record on the portal.

For IBSL2A3 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, with both the Learner and the Teacher-Assessor being visible in the recording. The completed assessment clip must be uploaded to iBSL's online portal. Centres may appoint an Invigilator to supervise the assessment.

- Both participants' faces must be visible within the frame.
- Each Learner must fingerspell their full name at the start of the assessment. This is not part of the marked assessment and it is for verification purposes only. The Learner should fingerspell their full name as it was registered onto iBSL's portal.
- Centres should take care to ensure that assessment materials and clips are uploaded to the correct learner's record on the portal.

For IBSL2A4 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 iBSL External Examiner and s/he will complete and sign **IBSL2A4 Mark Sheet** form for each Learner. The assessment room should have enough space for the Examiner to observe the process, if required, and for people to move around.

The whole of the assessment must be visually recorded by an approved means, with all the Learner and the Teacher-Assessor taking part being visible in the recording. The completed assessment clip must be uploaded to iBSL's online portal.

- All participants' faces must be visible within the frame.
- Each Learner must fingerspell their full name at the start of the assessment. This is not part of the marked assessment and it is for verification purposes only. The Learner should fingerspell their full name as it was registered onto iBSL's portal.
- Centres should take care to ensure that assessment materials and clips are uploaded to the correct learner's record on the portal.

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 Learner's ID must be confirmed
- All unauthorised items/materials/belongings are placed out of reach of the Learners
- Learners are informed that they are subject to examination conditions
- 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 Form** and **Mark Sheet Form** must be used.

These forms are available from iBSL's online portal.

- A separate **Mark Sheet Form** is required for each Learner.
- Photocopies are **not permitted**.
- Centres or Teacher-Assessors are **not permitted** to amend Application for Achievement Forms for any reason. Any changes to assessment details must be requested via iBSL's Administration Team and the appropriate fee paid. Please refer to the fee booklet on iBSL's website.

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's website) must be completed.

The time of the action must be noted and the Learner must be 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** must be signed by the Teacher-Assessor or Invigilator and uploaded to iBSL's online portal within **10 working days** of the assessment taking place, the Centre retaining a copy for its records. These records should be retained by the Centre in a safe place in case they need to be produced as part of iBSL's sampling process.

For iBSL2A1 Assessment:

All **completed question papers** along with the **Application for Achievement Form** must be uploaded to iBSL's online portal within **10 working days**. The online video **must not** be copied.

For IBSL2A2 and IBSL2A3 Assessments:

The **IBSL2A2** and **IBSL2A3 Mark Sheets** must be correctly completed and signed by the Teacher-Assessor. The filmed evidence for each learner should be checked to ensure that it is viewable.

Centres should take care to ensure that the correct assessment materials and clips are uploaded to each learner's record on the portal.

These documents and recordings should be collated into a coursework file and retained by the Centre in a safe place until the iBSL External Examiner visit has taken place. The following assessment materials are required to be uploaded to iBSL's online portal within **10 working days**:

- The Learner's **completed filmed evidence for IBSL2A2 and IBSL2A3**
- The completed and signed **IBSL2A2 and IBSL2A3 Mark Sheets**
- The signed **Application for Achievement Forms**

The Centre is to retain copies of the above for evidence purposes for a period of 12 months.

For IBSL2A4 Assessment:

The **IBSL2A4 Mark Sheet** will be completed and signed by the iBSL External Examiner.

11. The iBSL External Examiner Visit

The iBSL External Examiner will visit the Centre for the final **Live Observation** assessment as part of iBSL's quality assurance process and shall check the Learners coursework files by sampling recorded evidence, as required. Therefore, it is essential that both **IBSL2A2 and IBSL2A3** assessments have been completed before the iBSL External Examiner's visit.

12. Issuing of Results

iBSL will issue the results of the assessment within **6-8 weeks** following the visit of the iBSL 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' evidence for a period of **12 months** following the visit by the iBSL 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's website. iBSL may review the completed papers using a different iBSL External Examiner.

Appendix C

iBSL Level 2 Award in British Sign Language Studies

References

Centre Number:	Assessment Reference:	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:

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