



*'Promoting Quality in British Sign Language'*

# **Qualification Specification**

Level 4 Certificate in British Sign Language Studies

QAN: 600/3505/5

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.**

**Contact Details:**

*Institute of British Sign Language  
2nd Floor, Empire Court  
30-40 Museum Street  
Warrington  
WA1 1HU*

**Email:** [admin@ibsl.org.uk](mailto:admin@ibsl.org.uk)    **Website:** [www.ibsl.org.uk](http://www.ibsl.org.uk)

**Telephone:** 01925 632 463    **Mobile:** 07874208343

**Skype:** live:empirecourt2016

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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:

<b>IBSL4AUN:</b> Understand extended signed language in a range of work contexts	Unit Number: T/503/3712
<b>IBSL4ASN:</b> Sign using extended signed language in a range of work contexts	Unit Number: R/503/3717
<b>IBSL4ALN:</b> Explore 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 language relating to 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 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 their 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

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.

## Assessment

Each Unit is different and is broken down into smaller “assessment” modules. All eight assessments must be passed in order to achieve a full level 4 qualification (see table below).

<b>IBSL4AUN</b> <b>RECEPTIVE SKILLS</b>	<b>IBSL4ASN</b> <b>PRODUCTION SKILLS</b>	<b>IBSL4ALN</b> <b>LINGUISTIC SKILLS</b>
<b>IBSL4.1</b> <i>Receptive skills</i> <b>Assessment 1</b>	<b>IBSL4.2</b> <i>Presentation skills</i> <b>Assessment 2</b>	<b>IBSL4.6</b> <i>Linguistic Observation</i> <b>Assessment 6</b>
<b>IBSL4.3</b> <i>Conversational skills</i> <b>Assessment 3</b>	<b>IBSL4.3</b> <i>Conversational skills</i> <b>Assessment 3</b>	<b>IBSL4.7</b> <i>Linguistics Essay</i> <b>Assessment 7</b>
<b>IBSL4.4</b> <i>Relay information BSL to Voice</i> <b>Assessment 4</b>	<b>IBSL4.5</b> <i>Relay information Voice to BSL</i> <b>Assessment 5</b>	
<b>IBSL 4.8</b> <i>Live observation</i> <b>Assessment 8</b>	<b>IBSL4.8</b> <i>Live observation</i> <b>Assessment 8</b>	

It is recommended that IBSL4.1, IBSL4.2, IBSL4.3, IBSL4.4, IBSL4.5, IBSL4.6 and IBSL4.7 should be taken first. Arrangements should be made for an iBSL External Examiner to visit the Centre when the final assessment IBSL4.8 is to be assessed.

- **IBSL4.1** will be assessed by means of the Learner watching a signed clip on iBSL’s online portal and completing a combined question and answer paper with a transcript sheet (See guidance notes for this assessment). This will be externally assessed.
- **IBSL4.2** and **IBSL4.3** will be film-recorded and included in a coursework file, which will be internally assessed by the Teacher-Assessor and will be externally moderated by the iBSL External Examiner during their visit.
- **IBSL4.4** and **IBSL4.5** will be film-recorded. This will be externally assessed.
- **IBSL4.6** will be assessed by means of the Learner watching a signed clip on iBSL’s online portal and completing a question and answer paper to cover linguistic knowledge. This will be externally assessed.
- **IBSL4.7** will be assessed 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 and assessed by an iBSL External Examiner by means of a ‘live’ assessment.

The assessment materials for assessments IBSL4.1, IBSL4.6 and IBSL4.7 must be scanned and uploaded to iBSL’s portal, as well as assessments IBSL4.2, IBSL4.3, IBSL4.4, IBSL4.5 and IBSL4.8 which must be filmed and uploaded to the portal. All the above evidence, apart from the ‘live’ assessment will be collated into a coursework file.

## IBSL Level 4 Certificate in British Sign Language Studies

### Unit Specification: IBSL4AUN

Understand extended BSL in a wide range of work situations  
(RQF unit accreditation number: T/503/3712)

### Unit Summary, Learning Outcomes and Assessment Criteria

IBSL4AUN RECEPTIVE SKILLS			
<b>IBSL4.1</b> <i>Receptive skills</i> <b>Assessment 1</b>	<b>IBSL4.3</b> <i>Conversational skills</i> <b>Assessment 3</b>	<b>IBSL4.4</b> <i>Relay information</i> <i>BSL to Voice</i> <b>Assessment 4</b>	<b>IBSL 4.8</b> <i>Live observation</i> <b>Assessment 8</b>

Unit **IBSL4AUN** consists of **four** assessments that are: **IBSL4.1**, **IBSL4.3**, **IBSL4.4** and **IBSL4.8**.

#### 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.

#### Relevance to National Standards

This qualification relates to **U4** 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 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 specific ideas or opinions, the general meaning and the supporting arguments from discussions and presentations</p> <p>1.2 - Follow sustained use of timeframes (<i>past, present, future or 'could happen in certain circumstances'</i>)</p> <p>1.3 - Follow extended enquiries or requests</p> <p>1.4 - Recognise extended instructions and their urgency or priority</p> <p>1.5 - Recognise opinions</p> <p>1.6 - Recognise a wide range of beliefs, feelings, needs and preferences</p>
<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 introductions, greetings, thanks, apologies and leave-taking</p> <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 a broad range of vocabulary, an extended range of technical language, a wide range of language explaining numerical data and extended use of register</p> <p>3.2 - Use reference sources to clarify or confirm meaning</p>
<p>4. Use strategies to convey information informally from British Sign Language into English*.</p>	<p>4.1 - Relay information informally from British Sign Language into English*.</p>

\*Please refer to Appendix B, Clause 3 (**Assessment Regulations**) for information on Reasonable Adjustments for **Deaf Learners**.

## IBSL Level 4 Certificate in British Sign Language Studies

### Unit Specification: IBSL4ASN

Use extended BSL in a range of work situations

(RQF unit accreditation number: R/503/3717)

### Unit Summary, Learning Outcomes and Assessment Criteria

IBSL4ASN PRODUCTION SKILLS			
<b>IBSL4.2</b> <i>Presentation skills</i> <b>Assessment 2</b>	<b>IBSL4.3</b> <i>Conversational skills</i> <b>Assessment 3</b>	<b>IBSL4.5</b> <i>Relay information</i> <i>Voice to BSL</i> <b>Assessment 5</b>	<b>IBSL 4.8</b> <i>Live observation</i> <b>Assessment 8</b>

Unit **IBSL4ASN** consists of **four** assessments that are: **IBSL4.2**, **IBSL4.3**, **IBSL4.5** and **IBSL4.8**.

#### Unit Summary

The aim of this Unit is to enable Learners to handle communication relating to 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, lines of reasoning and 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 **S4** 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 in this unit 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 providing facts, ideas and opinions and supporting arguments. 1.4 - Make proposals. 1.5 - Give extended instructions or advice. 1.6 - Make extended requests or enquiries. 1.7 - Express a wide range of beliefs, feelings and opinions.
2. Be able to sustain communication in a range of contexts.	2.1 - Initiate social contact. 2.2 - Use appropriate signed and non-verbal cultural conventions. 2.3 - Adapt register as 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 <i>intonation, pronunciation, articulation and stress</i> 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*.

\*Please refer to Appendix B, Clause 3 (**Assessment Regulations**) for information on Reasonable Adjustments for **Deaf Learners**.

## IBSL Level 4 Certificate in British Sign Language Studies

### Unit Specification: IBSL4ALN

#### Explore linguistics in British Sign Language (RQF unit accreditation number: F/503/3714)

#### Unit Summary, Learning Outcomes and Assessment Criteria

IBSL4ALN LINGUISTIC SKILLS	
<b>IBSL4.6</b> <i>Linguistic Observation</i> <b>Assessment 6</b>	<b>IBSL4.7</b> <i>Linguistics Essay</i> <b>Assessment 7</b>

Unit **IBSL4ALN** consists of **two** assessments that are: **IBSL4.6** and **IBSL4.7**.

#### Unit Summary

Unit 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 languages 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 **L4** of 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:
1. Be able to look at languages differently and understand how languages (whether spoken or signed) are similar to and different from each other.	1.1 - Understand how languages (whether spoken or signed) can be similar to and at the same time different from each other.  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.
2. Be able to analyse BSL in terms that further our understanding of signed languages in use today.	2.1 - Analyse BSL and put into practice key terms for describing language.  2.2 - Understand how language descriptions can further our understanding of BSL in use today.
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.	3.1 - Demonstrate that sign languages are real languages that have developed over time.

## **iBSL Level 4 Certificate in British Sign Language Studies**

### **Unit: IBSL4AUN - Understand extended BSL in a wide range of work situations**

## **ASSESSMENT SPECIFICATION**

### **IBSL4.1 (Assessment 1)**

This is the **Receptive Skills** assessment. The Centre will receive a notification email when the assessment media is issued that 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 **50 minutes** and the exam paper contains **two parts**. The Learner will need to **answer all 8 questions** in the first part and **transcribe the signed narrative into written English** in the second 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 IBSL4.1**).

**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 4 BSL Assessment Overview**
- See Appendix B for **Assessment Regulations**
- See **Guidance Notes for IBSL4.1**

## iBSL Level 4 Award in British Sign Language Studies

### Unit: IBSL4AUN - Understand extended BSL in a wide range of work situations

#### Guidance Notes for IBSL4.1 (Assessment 1)

##### Online video via iBSL's portal

Learners will be assessed on their receptive skills by watching a signed clip via iBSL's online portal. There are **two parts** to the exam paper. In the first part, Learners are required to answer **8 questions**. In the second part, Learners are required to **transcribe** the rest of the signed story. The questions in the first part are a mixture of **multiple choice** and **standard questions**.

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. On the **1st viewing**, watch the signed story in full. **Learners are not allowed to answer the questions during the first viewing**.
3. After the **1<sup>st</sup> viewing**, Learners will have **60 seconds** to read the questions.
4. During the **2nd viewing**, the Learner will watch **part one** of the story again and must complete the exam paper by answering questions 1, 2, 3, 4, 5, 6, 7 and 8 on the first part of the paper. The time allowed for answering these eight questions is **10 minutes**.
5. Next will be the transcription task. **The clip will repeat twice** and Learners can take notes at the same time. The Learners must complete the exam paper by transcribing the signed story into written English on the second part of the paper. The time allowed for transcribing the **part two** of the story is **30 minutes**.
6. The assessment will **end** when the clip has finished.

**The duration of this assessment is approximately 50 minutes.**

## **iBSL Level 4 Certificate in British Sign Language Studies**

### **Unit: IBSL4ASN - Use extended BSL in a range of work situations**

## **ASSESSMENT SPECIFICATION**

### **IBSL4.2 (Assessment 2)**

This is the **Presentation Skills** assessment. It will be conducted under controlled and supervised conditions. This presentation assessment will involve a project presentation 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 a presentation of a project 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 last for **7-10 minutes**, to be followed by an additional **3-5 minutes** segment, 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 **10-15 minutes** (presentation and follow-up session).

The Teacher-Assessor is to complete the **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. 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 **IBSL4.8** 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 **IBSL4.2 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 **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**

**iBSL Level 4 Certificate in British Sign Language Studies**  
**Unit: IBSL4AUN - Understand extended BSL in a wide range of work situations**  
**Unit: IBSL4ASN - Use extended BSL in a range of work situations**

## **ASSESSMENT SPECIFICATION**

### **IBSL4.3 (Assessment 3)**

This is the **Conversational Skills** assessment for IBSL4.3 forming part of **both** Units IBSL4AUN and IBSL4ASN. This assessment 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 **20 minutes' preparation time** 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 **IBSL4.3** assessment provides evidence for **both** Units IBSL4AUN and IBSL4ASN.

The duration of this assessment will be **10-15 minutes**.

The Teacher-Assessor is to complete the **IBSL4.3 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 **IBSL4.8** 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 **IBSL4.3 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 **51 points (60%)**

- See Appendix A for **Level 4 BSL Assessment Overview**
- See Appendix B for **Assessment Regulations**

## **iBSL Level 4 Certificate in British Sign Language Studies**

### **Unit: IBSL4AUN - Understand extended BSL in a wide range of work situations**

## **ASSESSMENT SPECIFICATION**

### **IBSL4.4 (Assessment 4)**

This is the **BSL to Voice** assessment. The Centre will receive a notification email when the assessment media is issued that 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 assessment should be film-recorded in an approved format from start to finish, showing the Learner watching the online video, making notes and relaying this set of instructions or information verbally to the camera, with the Teacher-Assessor present.

The duration of the assessment will be approximately **12-15 minutes**.

The Learner will watch on online video of someone delivering a set of instructions or information in BSL for up to **one minute** which will be played **twice**. They will then have **10 minutes** to make notes and **relay** this set of instructions or information verbally to the camera. The online video must be played through to its end and **must not be stopped, paused or interrupted for any reason**. (The iBSL assessment video must **not** be copied).

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

*It is **important to note** that this is **not** an interpreting task, it is task designed to test the Learner's receptive skills when relaying information from BSL to English. Simultaneous interpreting is not allowed. Learners are able to watch the clip twice and can make notes whilst watching both viewings of the clip. After both viewings of the clip have been seen, Learners are given time to add to or refine their notes and present their voiced rendition of the information before the assessment time ends. (Learners can see the assessment time countdown on-screen). Learners should relay as much detail as possible from the original BSL into their English voiced presentation, using their notes to help them remember key points, facts, dates and names, etc.*

**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 **BSL to Voice assessment** in an approved format
- The signed **Application for Achievement Form**

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

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 **60%**.

- See Appendix A for **Level 4 BSL Assessment Overview**
- See Appendix B for **Assessment Regulations**

## **iBSL Level 4 Certificate in British Sign Language Studies** **Unit: IBSL4ASN - Use extended BSL in a range of work situations**

### **ASSESSMENT SPECIFICATION**

#### **IBSL4.5 (Assessment 5)**

This is the **Voice to BSL** assessment. The Centre will receive a notification email when the assessment media is issued that 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 assessment should be film-recorded in an approved format from start to finish, showing the Learner listening to the spoken English recording (online video), making notes and relaying this set of instructions or information in BSL to camera, with the Teacher-Assessor present.

The duration of the assessment will be approximately **12-15 minutes**.

The Learner will listen to an online video of someone verbally delivering a set of instructions or information in spoken English for up to **one** minute which will be played **twice**. The Learner will then make notes and **relay** this set of instructions or information to the camera in BSL for up to **10 minutes**. The online video must be played through to its end and **must not be stopped, paused or interrupted for any reason**. (The iBSL assessment video must **not** be copied).

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

*It is **important to note** that this is **not** an interpreting task, it is task designed to test the Learner's productive skills when relaying information from English to BSL. Simultaneous interpreting is not allowed. Learners are able to listen to the clip **twice** and can make notes whilst watching both viewings of the clip. After both viewings of the clip have been seen, Learners are given time to add to or refine their notes and present their signed rendition of the information before the assessment time ends. (Learners can see the assessment time countdown on-screen). Learners should relay as much detail as possible from the original spoken language into their BSL presentation, using their notes to help them remember key points, facts, dates and names, etc.*

**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 **Voice to BSL assessment** in an approved format
- The signed **Application for Achievement Form**

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

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 **60%**.

- See Appendix A for **Level 4 BSL Assessment Overview**
- See Appendix B for **Assessment Regulations**

## **iBSL Level 4 Certificate in British Sign Language Studies** **Unit: IBSL4ALN – Explore linguistics in British Sign Language**

### **ASSESSMENT SPECIFICATION**

#### **IBSL4.6 (Assessment 6)**

This is the **Linguistic Observation** assessment. The Centre will receive a notification email when the assessment media is issued that 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. 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.

The duration of the assessment will be approximately **one hour** (60 minutes).

The exam paper consists of **two parts, part A and part B**:

In **part A**, there are **FOUR** linguistics questions linked to the observation of a clip featuring a Deaf BSL user telling a story.

- Learners may replay the filmed clip, or part thereof, as many times as they wish.
- Learners need to read each question carefully and only answer with the relevant number of examples that each question has asked for.
- Learners must also note down the time that the signs appear in the filmed clip.
- Learners must **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.

In **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.

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

After completion of the assessment, the **Application for Achievement Form** is to be signed by the Teacher-Assessor and 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 **60%**.

- See Appendix A for **Level 4 BSL Assessment Overview**
- See Appendix B for **Assessment Regulations**

## iBSL Level 4 Certificate in British Sign Language Studies Unit: IBSL4ALN - Explore linguistics in British Sign Language

### ASSESSMENT SPECIFICATION

#### IBSL4.7 (Assessment 7)

This is the **written/signed\* Essay** assessment. The Learner is required to produce a written essay on a specific linguistics topic of an approximate **1500-words** which will be typed.

\*Deaf Learners can request a reasonable adjustment via iBSL's online portal to enable them to sign their essay in BSL. The duration of their signed version must be **15 minutes** and it must be recorded in an approved format. The recording of the signed essay should be uploaded to iBSL's portal. Please see Appendix B (Assessment Regulations) for more information on Reasonable Adjustments.

The essay topic will be supplied by iBSL and will consist of **one** question about linguistics. A sample question for the essay would be:

*'What do we mean by regional variation? Provide some examples in your explanation'*

Once the essay topic is issued, the timescale for this assessment allows **six weeks** to research, write an essay and prepare for a hand-in at a time agreed by the Centre, the Learner and iBSL. The Teacher-Assessor and Learner must record a one-to-one tutorial sheet as supporting evidence before the assessment date.

The assessment can take place outside of the classroom. If this is the case, no help must be received and any obvious plagiarism will be considered as **malpractice**.

On completion of this assessment, the **Application for Achievement Form** is to be signed by the Teacher-Assessor and the **cover sheet** must be attached to the completed essay.

The Centre is required to upload the assessment materials onto iBSL's portal within **10 working days**:

- The Learner's **completed essays (written/signed)**
- 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 **60%**.

- See Appendix A for **Level 4 BSL Assessment Overview**
- See Appendix B for **Assessment Regulations**

**iBSL Level 4 Certificate in British Sign Language Studies**  
**Unit: IBSL4AUN - Understand extended BSL in a wide range of work situations**  
**Unit: IBSL4ASN - Use extended BSL in a range of work situations**

**ASSESSMENT SPECIFICATION**

**IBSL4.8 (Assessment 8)**

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 assessment provides evidence for **both** Units IBSL4AUN **and** IBSL4ASN.

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

The iBSL External Examiner is to observe **IBSL4.8** assessment and complete the **IBSL4.8 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 4 BSL Assessment Overview**
- See Appendix B for **Assessment Regulations**

## KNOWLEDGE AND UNDERSTANDING LEVEL 4 CERTIFICATE IN BRITISH SIGN LANGUAGE

Knowledge and understanding are not assessed separately; they are 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	Use and understand broad general vocabulary and the technical language related to your work/social settings
K2	Use and understand 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 and common words/signs used in your work/social settings</li> </ul>
K3	Use and understand a wide range of different forms of address, greeting, leave-taking and other politeness conventions to suit different occasions and degrees of formality
K4	Use and understand the ways to express feelings (e.g. <i>wishes, gratitude, regret, apology, annoyance, criticism</i> )
K5	Use and understand routine numerical terms and ways to talk about them (e.g. <i>all numbers, fractions, statistics</i> )
Grammatical Forms	
K6	Use and understand 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	Use and understand most commonly used grammatical structures, including those that are complex
K8	Use alternative terms and structures which modify style and register for different audiences and contexts
Non-verbal Cultural Conventions	
K9	Use most common signed and non-verbal politeness conventions (e.g. <i>gestures, spatial distance, touch, eye contact</i> )
Reference Sources	
K10	Use of relevant language reference sources to find out or check meaning and/or accuracy (e.g. <i>glossaries, dictionaries, phrasebooks, basic on-line resources</i> )

## Appendix A

### iBSL Level 4 Certificate in British Sign Language Studies

Assessments: IBSL4.1 / IBSL4.2 / IBSL4.3 / IBSL4.4 / IBSL4.5 / IBSL4.6 / IBSL4.7 / IBSL4.8

#### ASSESSMENT OVERVIEW

Assessment No	Assessment Description	Unit	Duration of Assessment	Marked By	Pass Mark
1 4.1	<b>Receptive Skills:</b> Learner to watch BSL online video via portal, answer questions and transcribe into written English on exam paper provided. Assessment will be carried out in a supervised session with an Invigilator. <b>Assessment media to be issued by iBSL via online portal</b>	IBSL4AUN	Approx. <b>50 minutes</b>	iBSL Examiner	<b>67%</b>
2 4.2	<b>Presentation Skills:</b> Learner to choose <b>one</b> topic and present a project to the audience of two people (one being Teacher-Assessor), followed by questions or discussion from the audience. <b>Assessment topics to be supplied by iBSL via online portal</b>	IBSL4ASN	<b>10 - 15 minutes</b> (7-10 minutes for presentation and 3-5 minutes for discussion)	T/A's results are <b>*provisional</b> and subject to change by the iBSL Examiner	<b>48 (60%)</b>
3 4.3	<b>Conversation Skills:</b> Learner to choose <b>one</b> topic and have a conversation with Teacher-Assessor which demonstrates productive and receptive skills. It must be film-recorded. <b>Assessment topics to be supplied by iBSL via online portal</b>	IBSL4AUN IBSL4ASN	<b>10 - 15 minutes</b>	T/A's results are <b>*provisional</b> and subject to change by the iBSL Examiner	<b>48 (60%)</b>
4 4.4	<b>BSL to Voice:</b> Learner to watch BSL video clip via portal and relay the information by voice onto video recording. <b>Assessment media to be issued by iBSL via online portal</b>	IBSL4AUN	<b>12-15 minutes</b>	iBSL Examiner	<b>60%</b>
5 4.5	<b>Voice to BSL:</b> Learner to listen to spoken English video clip via portal and relay the information into BSL onto video recording. <b>Assessment media to be issued by iBSL via online portal</b>	IBSL4ASN	<b>12-15 minutes</b>	iBSL Examiner	<b>60%</b>
6 4.6	<b>Linguistic Observation:</b> Observation of a BSL video clip via portal. Learner to answer questions from question paper. <b>Assessment media to be issued by iBSL via online portal</b>	IBSL4ALN	<b>60 minutes</b>	iBSL Examiner	<b>60%</b>
7 4.7	<b>Linguistics Essay:</b> Learner to produce essay (written or signed) on a specific linguistics topic. <b>Essay topic given 6 weeks by iBSL via online portal</b>	IBSL4ALN	<b>1500 words/ 15 minutes signed</b>	iBSL Examiner	<b>60%</b>
8 4.8	<b>Live Observation:</b> Group Discussion between Learners and Teacher-Assessor; Min 3 people; Max 4 people which demonstrates productive and receptive skills. It must be film-recorded. <b>Assessment topic given and chosen on day by iBSL External Examiner</b>	IBSL4AUN IBSL4ASN	<b>10 - 15 minutes</b>	iBSL External Examiner	<b>17 (60%)</b>

**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 4 Award in British Sign Language Studies

Assessments: IBSL4.1 / IBSL4.2 / IBSL4.3 / IBSL4.4 / IBSL4.5 / IBSL4.6 / IBSL4.7 / IBSL4.8

## 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](http://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 on next page*)

### 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 IBSL4.1 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 IBSL4.2 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 **four weeks before the assessment date**.

#### For IBSL4.3 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 IBSL4.4 Assessment:**

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

**For IBSL4.5 Assessment:**

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

**For IBSL4.6 Assessment:**

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

**For IBSL4.7 Assessment:**

The essay papers and Application for Achievement Form will be available from iBSL's online portal and iBSL will **release the essay topic** through iBSL's online portal **six weeks before the assessment date**.

**For IBSL4.8 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 IBSL4.1 Assessment:

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

### For IBSL4.2 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 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, 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 IBSL4.4 and IBSL4.5 Assessments:**

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

**For IBSL4.6 Assessment:**

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

**For IBSL4.7 Assessment:**

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

**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 iBSL External Examiner and s/he will complete and sign the **IBSL4.8 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 iBSL4.1 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 IBSL4.2 and IBSL4.3 Assessments:**

The **IBSL4.2** and **IBSL4.3 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 IBSL4.2 and IBSL4.3**
- The completed and signed **IBSL4.2 and IBSL4.3 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 IBSL4.4 and IBSL4.5 Assessments:**

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 clips are uploaded to each learner's record on the portal. 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 IBSL4.4 and IBSL4.5**
- The signed **Application for Achievement Forms**

**For IBSL4.6 Assessment:**

All **completed exam papers** along with the **Application for Achievement Form** must be uploaded to iBSL's online portal within **10 working days**.

**For IBSL4.7 Assessment:**

All **completed essay papers** along with the **Application for Achievement Form** must be uploaded to iBSL's online portal within **10 working days**.

**For IBSL4.8 Assessment:**

The **IBSL4.8 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 **IBSL4.1, IBSL4.2, IBSL4.3, IBSL4.4, IBSL4.5, IBSL4.6** and **IBSL4.7** 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.

## iBSL Level 4 Award 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:** .....

***Institute of British Sign Language,***

*Second Floor, Empire Court,  
30-40 Museum Street,  
Warrington, WA1 1HU.*

***Telephone:*** 01925 632 463      ***Mobile:*** 07874208343

***Email:*** [admin@ibsl.org.uk](mailto:admin@ibsl.org.uk)      ***Website:*** [www.ibsl.org.uk](http://www.ibsl.org.uk)

***Skype:*** live:empirecourt2016

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