

Policies and Procedures

Assessment Plan – DAC1 Units K101/T101

In all circumstances, candidates will be offered assessments in a fair and equitable way that neither provides advantages or disadvantages the individual.

K101 – Deaf Awareness: Procedure

Assessment papers/materials will be booked as per Signature requirements prior to the assessment day. On receipt of the assessment materials, these will be kept safe and unopened until immediately before the assessment is due to take place. Assessment normally takes place at the end of a taught session.

Candidates will be spread out throughout the room to prevent any copying/viewing other person's paper/answers. Assessment procedure, including instructions, time etc will be provided. Candidates will be given the Examination ID number which will be written (checked later) on the front of the paper along with their name.

Assessment will take place.

On completion of the allocated time, papers will be collected and returned to Signature for marking as soon as possible. In practice, the next working day. No feedback or answers will be provided at this time.

T101 – Communication Tactics: Procedure

Assessment papers/materials will be booked as per Signature requirements prior to the assessment day.

Candidates will be assessed on the practical elements as required by the assessment procedure. Assessment will normally take place (by practical demonstration and observation) after the taught topics. For example, Fingerspelling assessment/exercise will be carried out after assessor is satisfied that all candidates are competent to be assessed.

All assessment procedures as laid out by Signature will be followed without exception. At end of all assessed elements, materials will be collected/retained, and results submitted according to Signature requirements.

Dates of assessments – at time of writing, dates are not yet known or anticipated. Assessments will be arranged as and when required and will follow the timescales as laid out by signature. Speculatively, we expect assessments to take place twice a year – November/December and March/April with no more than 20 candidates per submission.

A Irvine
Director
COMMTACS learning & development