

# Language of Assessment in Customised Products Validated by Qualifications Scotland Policy

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## **Why do we need this policy?**

The purpose of this policy is to outline the principles relating to the language of assessment of customised units and qualifications which are validated by Qualifications Scotland and, specifically where candidates undertake their assessment in languages other than English.

The policy supports our corporate goals to:

- provide a credible qualifications system
- be flexible in meeting customers' needs
- be trusted, respected and valued by our customers, stakeholders and partners

## **What does it apply to?**

This policy applies to the internal assessment of Customised Awards and/or units.

## **Who is it for?**

This policy is for Qualifications Scotland centres, learners and all Qualifications Scotland staff.

## **What support is available?**

The HNVQ Policy Team, within the Policy, Analysis and Standards Directorate can provide support on implementing this policy.

Qualifications Scotland's Business Development and International Teams can provide support on developing customised products and on customised products currently being delivered in languages other than English.

The Customised Awards Team within the Qualification Portfolio Management Team can provide support on customised products.

For information on our quality assurance processes, please visit [Qualifications Scotland's quality assurance webpage](#).

### **Alternative assessment sites and remote assessment**

When customised units and/or qualifications are approved, the language of assessment is set. If the owner of the qualification wishes to deliver in another language or in another country, a formal request must be made and approved by us.

This process applies regardless of whether delivery and assessment is to be face-to-face, remote or, a combination of remote and face-to-face. Our website provides details on alternative assessment sites and remote assessment here: [Alternative assessment sites and remote assessment](#).

# Policy

## 1 Policy statement

Customised units and qualifications will be validated by Qualifications Scotland and may be assessed in languages other than English where we approve this prior to any development and delivery taking place.

Language of assessment refers to the language used by a learner *in* their assessment. It does not refer to the assessment *of* languages, for example, modern languages.

We are committed to equality of opportunity and to a culture that respects difference. We believe that, as an employer and public body, we can play a leading part in promoting equality, diversity and inclusion by making them an integral part of our decision making. At the development stage, we completed an Equality Impact Assessment to see how this policy might impact on equality groups, and the findings from this are reflected in this policy.

## 2 Policy relationship to our Governing Principles

Qualifications Scotland's Governing Principles determine how we meet our statutory duties and self-regulates our activities. This policy supports and is supported by:

**Governing Principle 7:** Qualifications Scotland will ensure that all qualifications and assessments are as fair and accessible as possible and that the needs of candidates are met in the administration of its assessments.

**Governing Principle 10:** Qualifications Scotland will ensure that candidates receive accurate results in the stated timeframe.

### **3 Responsibilities**

#### **Responsibilities of the awarding body:**

If the customised units and/or qualifications are to be delivered in a language other than English we must:

- conduct quality assurance processes in line with standard procedures
- validate the customised unit(s) and qualification(s)
- certificate the unit(s) and qualification(s) and provide a recognition statement indicating that assessment took place in a language other than English
- certificate the customised unit(s) and qualification(s) and, if delivered in a language other than English, provide a recognition statement indicating this

#### **Responsibilities of the owner of the customised products:**

The organisation offering the customised qualification or unit(s) must:

- meet our quality assurance requirements in line with standard procedures
- submit an Alternative Assessment Site Form to our Business Case Group for approval if they wish to offer their qualification in another country or in a language other than the language on the original Business Case. This must be approved by us before it can be offered in any other country or language
- comply with our equality and inclusion responsibilities

#### **Responsibilities of the centre:**

If the customised units and/or qualifications are to be delivered in a language other than English the centre is responsible for:

- identifying an appropriate independent, third-party translator to translate units and qualifications into the required language. This must be in line with our guidance around avoiding conflicts of interest<sup>1</sup>
- ensuring that materials submitted to us for remote verification activities are translated into English
- if a verification visit takes place, identifying an appropriate independent, third-party interpreter to facilitate that visit
- the centre is responsible for all expenses relating to translation and interpretation requirements

## **4 Policy requirements**

We must ensure that the assessment of our qualifications is valued and credible with users, partner organisations and the wider community. Therefore, we must be satisfied that assessment arrangements are appropriate to protect the integrity of our qualifications, the interests of candidates, and the safety of our staff and appointees.

Customers make requests to have qualifications and units in languages other than English. These customised units and/or qualifications are approved by us, and the language of assessment is set at that point. It is not thereafter possible to assess those customised units and/or qualifications in a language other than the language originally stated, unless a formal request is made and approved by us. This must be approved by us before the customised product can be offered in any other country or language other than the language approved originally.

The customised units and/or qualifications will be validated by us and may be assessed in languages other than English, where we have approved this before development and delivery takes place.

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[1 Qualifications Scotland's Systems Verification Criteria - Guidance for centres](#)

If the customised units and/or qualifications are to be delivered in a language other than English, paper certificates and any electronic statements of certification will indicate where the assessment took place in a language other than English. This will be done by including a recognition statement. This recognition statement will be generic and will not identify which language the assessment took place in.

## 4.1 Exclusions

### Scottish Vocational Qualifications

Due to the regulated nature of Scottish Vocational Qualifications (SVQs) it is not possible for these to be delivered outside of the United Kingdom.

## 5 Definitions

**Alternative assessment site:** An alternative assessment site is premises owned and operated by a different organisation, and not by the approved centre. It could be in the same country as the main site of the centre or in another country.

**Centre:** An organisation (such as a school, college, training provider or place of employment) that is approved by and accountable to an awarding body for the examination and assessment arrangements leading to a qualification award.

**Customised products:** A customised award or unit; a unique qualification designed by an organisation to meet that organisation's needs, and is quality assured by us.

**Language of assessment:** This is the language used by a learner in their assessment. It does not refer to the assessment of languages, for example, modern languages.

**Learner:** An individual who pursues a course of study independently but makes an entry and takes an assessment at an approved Qualifications Scotland centre. May also be referred to as a 'candidate'.

**Owner:** An organisation (such as a charity and social enterprise, trade association, college, training company, local authority or government department) that is a Qualifications Scotland customer and designs the content and structure of a privately owned qualification to meet their organisational needs.

## **6 Associated policies and legislation**

- Language of Assessment and Certification in Units and Qualifications Validated by Qualifications Scotland (delivered in the United Kingdom)
- Language of Assessment and Certification in Regulated Qualifications offered by Qualifications Scotland (delivered in the United Kingdom)
- Language of Assessment and Certification in Units and Qualifications offered Internationally and Validated by Qualifications Scotland
- Equality of Access to Qualifications Scotland's Qualifications Policy