

# Use of languages in qualifications policy

## Document summary

This policy is for centres delivering Pearson qualifications who want to understand the circumstances in which assessment of learners in a language other than English is possible.

The policy describes what provision Pearson makes for assessment in other languages and how centres can apply to assess work in languages other than English.

# Contents

<b>Pearson Education Ltd – our mission and values</b>	<b>4</b>
<b>1. Qualifications this policy applies to</b>	<b>5</b>
<b>2. Policy statement</b>	<b>5</b>
<b>3. Learners in the United Kingdom</b>	<b>5</b>
<b>4. Specifications and examinations</b>	<b>6</b>
<b>Higher National qualifications</b>	<b>6</b>
<b>Assessment in Welsh or Irish</b>	<b>6</b>
<b>5. Assessments in other languages for vocational qualifications</b>	<b>7</b>
<b>6. How to apply to deliver or assess vocational and competence-based qualifications in Welsh, Irish or other languages</b>	<b>9</b>
<b>Centres without qualification approval</b>	<b>9</b>
<b>Centres with qualification approval now seeking to deliver or assess in Welsh or Irish</b>	<b>9</b>
<b>Centres with qualification approval now seeking to deliver in a language other than English, Welsh or Irish</b>	<b>9</b>
<b>7. Certification</b>	<b>9</b>
<b>8. Regulatory references</b>	<b>10</b>
<b>9. Review date</b>	<b>10</b>
<b>10. Useful contacts</b>	<b>10</b>
<b>11. Version control</b>	<b>11</b>
<b>11. Appendix A Translator Conflict of Interest declaration</b>	<b>12</b>
Declaration to be signed by the Head of Centre and the individual who is providing translation services	12

Translator:

13

Head of centre:

13

# Pearson Education Ltd – our mission and values

Our purpose is simple: to help people realize the life they imagine through learning. We believe that every learning opportunity is a chance for a personal breakthrough. That's why our c. 18,000 Pearson employees are committed to creating vibrant and enriching learning experiences designed for real-life impact. We are the world's lifelong learning company, serving customers in nearly 200 countries with digital content, assessments, qualifications, and data. For us, learning isn't just what we do. It's who we are. Visit us at [pearsonplc.com](https://www.pearsonplc.com).

We are regulated by the UK qualifications regulators Ofqual (England), CCEA Regulation (Northern Ireland) and Qualifications Wales (Wales). Our regulatory policies are integral to our approach and articulate how we meet regulatory requirements. These policies are designed to support centres and students and set out clearly our approach to the design, delivery, and award of Pearson qualifications and services.

# 1. Qualifications this policy applies to

- 1.1 This policy applies to all our vocational and academic qualifications including higher education qualifications, assessed in the UK and across the world, unless otherwise agreed by regulators and/or stated in the qualification specification that assessment is restricted to specific languages.
- 1.2 For information about qualifications assessed in British Sign Language, Sign Supported English and Irish Sign Language, you should read the [JCQ Access Arrangements and Reasonable Adjustments Policy](#).

## 2. Policy statement

- 2.1 As a UK awarding organisation, assessment of our qualifications is generally conducted in English, but in some cases, we will support the assessment of learners in other languages, if any regulations we comply with for the specific qualification permit this. Pearson-set exams are usually available in English only, with learners' exam responses also required in English. Centre-assessed components (internal assessment) are also usually assessed in English but can be assessed in other languages where certain conditions are met. Further details regarding the circumstances in which this is possible can be found below.
- 2.2 Training, standardisation, and centre guidance materials will normally only be available in English unless otherwise agreed and arranged with us in advance.
- 2.3 Centre approval and quality assurance activities relating to centre approval will be conducted in English unless otherwise agreed and arranged with us in advance. Centres are required to provide any materials for these purposes in English.

## 3. Learners in the United Kingdom

- 3.1 There is a regulatory requirement that learners taking regulated qualifications in England are assessed in English, except where it is one of the primary objectives of the qualification –
  - a) to gain knowledge of, skills in, and understanding of another language (e.g., GCSE French).

- b) to support a role in the workplace where proficiency in English is not required for the role supported by the qualification.
- 3.2 Likewise, we must ensure that all Learners taking our qualifications are assessed in English or Irish in Northern Ireland and assessed in Welsh and/or English in Wales.

## 4. Specifications and examinations

### Higher National qualifications

- 4.1 For students to be successful on Pearson BTEC Higher National qualifications which are both taught and assessed in English, it is critical that they have an appropriate level of English language skills.
- 4.2 All centres delivering the Pearson BTEC Higher National qualifications must ensure that all students for whom English is not their first language and who have not undertaken their final two years of schooling in English, can demonstrate capability in English at a standard equivalent to the levels set out in the qualification specification, before being recruited to the programme where the programme is both taught and assessed in English.
- 4.3 All centres delivering the Pearson BTEC Higher National qualifications wholly or partially in a language other than English, but who are assessed in English, must ensure that all students can demonstrate capability in English at a standard equivalent to the levels set out in the qualification specification, on completion of the programme.

### Assessment in Welsh or Irish

- 4.4 The language of assessment for qualifications is stated in the specification, and for most subjects' assessment is only available in English. Specifications are available to download, free of charge, from our website. However, as we are an awarding organisation offering assessments across the UK, there are some instances in which we can offer the option of assessment in Welsh or Irish.
- 4.5 For any academic subjects where examinations in Welsh or Irish are available, this option will be listed in the Information Manual (Section 2 for GCE; Section 5 for GCSE) with the entry code a centre should use for learners who wish to be provided with an examination in one of those languages.
- 4.6 [Pearson's information manual](#) (Section 11 BTEC, NVQ, SVQ and Apprenticeships) will detail any vocational qualifications with examinations available in Welsh and/or Irish and provide the entry code a centre should use for learners who wish to be provided with an examination in one of those languages.

- 4.7 For centres delivering Pearson qualifications who want to understand the circumstances in which assessment of learners in Welsh language is possible, we have a specific [Welsh-language assessment policy](#).
- 4.8 Whenever possible, we will aim to support centres being able to assess learners in Welsh or Irish for components/units which are **internally assessed by centre staff**. For us to support this we need you to let us know that you intend to do this. This is to ensure Pearson can put in place steps so that any assessment in Welsh or Irish is to the same standard as the assessment in English. Please refer to Section 6 below for information about how to inform us of this.
- 4.9 In these circumstances, we will allocate a Welsh or Irish speaking Standards Verifier or External Examiner where possible, but will otherwise conduct all quality assurance activities, including verification and reporting, in English. Where there is not a Welsh or Irish speaking Standards Verifier, we will make alternative arrangements with the Standards Verifier allocated and will provide translation services.
- 4.10 For qualifications for which Pearson does not make assessment available in Welsh or Irish, other awarding organisations based in Northern Ireland and Wales may offer similar qualifications for which they are able to offer the option of assessment in Irish or Welsh. Awarding organisations based in Northern Ireland and Wales may offer similar qualifications for which they are able to offer the option of assessment in Irish or Welsh.

## 5. Assessments in other languages for vocational qualifications

- 5.1 For internal assessment in our vocational qualifications learners can be assessed in any other language providing that proficiency in English/Welsh/Irish is not required for the role supported by the qualification. This could include cases where these qualifications are delivered overseas for people where there is no intention of preparing them for employment in the UK. The certificate will state the language of assessment as outlined in section 7 below.
- 5.2 Before you register learners, you will need to apply for approval if you intend to receive and assess learner work in a language other than English. Please refer to section 6 below for information about how to do this.
- 5.3 We will conduct all quality assurance activities in English, including verification and reporting.

#### 5.4 You will need to check that:

- The learners understand the progression and certification effects of completing a vocational qualification (learning or assessment) in a language other than English (see paragraph 7.1).
- If the assessment is in a language other than English, you can provide and fund a translator for quality assurance purposes who has appropriate qualifications or a minimum of three years' experience.
- The person providing translation services for you has no conflict of interest, in other words, that the translator has no interest in the outcome of the assessment decision they are translating.
- You can arrange the translation of learning/assessment materials to take place verbally, on the day of the visit or remote sample while the Standards Verifier is present. You may also be required to provide written translations, in addition to verbal translations, where the Standards Verifier or other Pearson quality assurance staff request it.
- Translators and the Head of your Centre will be available to sign a declaration (template available in Appendix 1) to confirm that there is no conflict of interest, and the Translator has appropriate qualifications or a minimum of three years' experience.
- You can store a signed copy of the declaration for each translator which can be accessed during a Standards Verifier visit and for any other audit purposes.
- You can provide written translations of assessment materials, in addition to the verbal translations.

5.5 Pearson's certification of learners must be clear regarding whether assessment was completed in a language other than English. Where there is no approval in place with Pearson for learner's work to be received and assessed in a language other than English, learners must produce their work in English and must not use a translation service (including on-line tools) to translate their work into English. This is because users of the qualification (educational establishments, employers etc) may mistakenly interpret the achievement of the qualification as an indication of the learner's English language ability, if it is not transparent that a learner completed the assessment in another language.

# 6. How to apply to deliver or assess vocational and competence-based qualifications in Welsh, Irish or other languages

## Centres without qualification approval

- 6.1 Please let us know using the Vocational Qualification Approval Form which language(s) you will use to assess learners.

## Centres with qualification approval now seeking to deliver or assess in Welsh or Irish

- 6.2 Please contact our Customer Services team through the [Pearson Portal](#). We will need to know the full title of the qualification and the language you intend to use for delivery or assessment.

## Centres with qualification approval now seeking to deliver in a language other than English, Welsh or Irish

- 6.3 Please contact your Regional Development Manager to discuss how we can support you.
- 6.4 We will need to create a new programme code for you to use when registering the learners who are being assessed in another language.

# 7. Certification

- 7.1 Where a learner produces any material for assessment in a language other than English, this will be stated on the certificate. This applies for all UK regulated qualifications. It also applies to all non-regulated qualifications except for where a specific arrangement has been made with an international regulatory body.

7.2 For learners in Wales, this will apply if the language of assessment was a language other than Welsh or English, and in Northern Ireland if the language of assessment was a language other than Irish or English.

## 8. Regulatory references

8.1 UK regulators require all awarding organisations to establish and maintain their compliance with regulatory conditions and criteria. As part of this process, policies and guides that relate to Pearson's status as an awarding organisation will reference any conditions and criteria that they address.

8.2 This policy addresses the following regulatory criteria and conditions:

Qualification regulator or relevant governing body	Regulatory rule or guidance document	Regulatory condition or criteria
Ofqual	<a href="#">General Conditions of Recognition</a>	A4; I3.2; I3.4; G2
CCEA Regulation	<a href="#">General Conditions of Recognition</a>	A4; I3.2; I3.4; G2
Qualifications Wales	<a href="#">Standard Conditions of Recognition</a>	A4; D9; I3.2; I3.4; G2

## 9. Review date

9.1 This policy will be reviewed in August 2026.

## 10. Useful contacts

10.1 Centres in the UK can contact us [here](#).

10.2 Centres outside of the UK can contact: [internationaleo@pearson.com](mailto:internationaleo@pearson.com)

# 11. Version control

Version	Changes	Date
5.2	Revisions made across the document to improve the plain English and sentence structure.	29 <sup>th</sup> September 2025
5.2	1.2 Added 'sign supported English'.	29 <sup>th</sup> September 2025
5.2	2.1 Added: Pearson-set exams are usually available in English only, with learners' exam responses also required in English. Centre-assessed components (internal assessment) are also usually assessed in English but can be assessed in other languages where certain conditions are met. Further details regarding the circumstances in which this is possible can be found below.	29 <sup>th</sup> September 2025

# 11. Appendix A Translator Conflict of Interest declaration

(Only required if the programme is assessed in a language other than English, Welsh or Irish)

- 11.1 You must have approval from us before you register learners and receive or assess their work in a language other than English. We will always conduct verification and reporting in English. We will support assessment of vocational qualifications in languages other than English unless this is specifically barred by the qualification specification.
- 11.2 Learners assessed in a specific language must be registered in separate groups so that we can arrange the quality assurance needed.
- 11.3 For verification, you must fund and provide a translator. Any person translating assessment materials for you should have no conflict of interest, in other words, that the translator has no vested interest in the outcome of the assessment decision they are translating. You are responsible for making sure that any person you contract to provide translation services are appropriately qualified or have a minimum of three years translation experience, and you will both need to sign a conflict-of-interest declaration. You must complete the form for each programme where a translation service is provided. Any exception to this must be agreed with Pearson in writing before programme delivery commences.
- 11.4 It is important that you keep a copy of the declaration and make sure it is available for the Standards Verifier during quality visits or for any other audit purposes.

## Declaration to be signed by the Head of Centre and the individual who is providing translation services

Programme Title:

Programme Number:

Language used for delivery  
and assessment:

## Translator:

I (print name):

Confirm I have:

- Translated the learning/assessment materials without bias or personal interpretation.
- Read and understood the statement in Appendix 1 and have no vested interest in the outcome of the assessment decision for which I am translating.
- A translation qualification and/or a minimum of three years' translation experience.

Signature:

Print Name:

Contractual relationship with  
the Centre:

Current Job Title:

Centre Name:

Centre Number:

Date:

## Head of centre:

I confirm that the above-named person has appropriate qualifications and / or a minimum of 3 years' experience to ensure the translation of learner work is accurate.

I will ensure that this signed declaration is retained securely by my centre for a minimum of five years and will be made available to the Standards Verifier or other Pearson quality representative for monitoring and any other audit purposes.

I confirm that learners who are assessed in a language other than English are registered in a cohort where the certificate will be endorsed "Assessed in a Language other than English".

Name:

Signature:

Date: