

VIDEO ASSESSMENT POLICY

Last updated: **02/06/2025**

The Teacher Trainer Ltd. would hereafter be referred to as TTT in this document.

Policy Statement

TTT is committed to ensuring the integrity, transparency, and effectiveness of video assessments used for evaluating learners' competencies. This policy outlines the requirements and procedures for conducting and submitting video assessments.

Scope of the policy

This policy applies to all learners, assessors, and internal quality assurers (IQAs) involved in video assessments.

Location of the policy

This policy is available for all staff members, third parties and learners to access. The most up to date version of the policy is available on our website www.theteachertrainer.co.uk.

Communication of the policy

It is important that TTT staff (involved in the management, delivery, assessment and quality assurance of nationally recognised qualifications) and learners undertaking our qualifications, are fully aware of the contents of the policy. It is a requirement that staff at TTT access, read and understand the policy during their induction.

Monitoring, Review and Compliance of the policy

TTT will review the policy annually as part of our self-evaluation process and revise it as and when necessary. The review process includes analysis of monitoring data, consultation with and feedback from customers, learners, clients, staff and other stakeholders, changes in practices, actions required by Awarding Organisations or changes in legislation to determine the impact of the policy and any action required. Our review will ensure that our procedures continue to be consistent with the regulatory criteria and are applied properly and fairly in arriving at judgements.

General Guidelines

- **Privacy & Consent:** All participants must provide informed consent before recording begins. Any personal data collected must comply with relevant data protection laws.
- **Technical Setup:** Adequate technical setup and reliable internet connectivity should be ensured before conducting video assessments. Ensure high-quality video and clear audio. Technical support should be available to address any issues that may arise during the assessment.

- **Visibility:** Both the candidate Teacher/Assessor/IQA and learner(s) must be visible at all times.
- **Professionalism:** All participants must maintain a professional demeanour and adhere to ethical conduct.

Conducting Live Video Assessments

- **Scheduling:** Video assessment sessions should be scheduled in advance, taking into account the availability of learners, other participants, and assessors. Sufficient time should be allocated for the assessment to ensure a comprehensive evaluation.
- **Preparation:** Assessors should be familiar with the assessment criteria and procedures. Learners should receive clear instructions on how to prepare for the assessment, including any materials or resources they may need. Other participants should be made aware that the session/activity is being recorded, and the purpose of this.
- **Environment:** Learners should choose a quiet, well-lit, and distraction-free environment for the assessment. Background noise and interruptions should be minimised to ensure optimal focus and concentration. If a video is being taken in a busy and noisy environment such as gym, it must be made sure that the learner can be both heard and seen at all times.
- **Technical Test:** A brief technical test should be conducted before the assessment to verify that all the required equipment is functional, and that it can be used correctly. This test can help identify and address any technical issues in advance.

Pre-recorded Video Assessments

- **Instructions:** Learners should receive clear instructions on how to record and submit their video assessment. Guidelines regarding length, format, and content should be provided to ensure consistency and fairness in the assessment process.
- **Submission Deadline:** Participants should be informed of the deadline for submitting their pre-recorded video assessment. Sufficient time should be provided to allow participants to adequately prepare and record their assessment.
- **Video Security:** Pre-recorded video assessments should be securely stored and accessed only by authorised assessors and quality assurance professionals. Measures should be in place to protect against unauthorised disclosure or alteration of the assessment content.

Visibility Requirements

Video assessments must meet specific **visibility requirements** to ensure fairness and accuracy in evaluation.

- **Learner's Face:** Must be clearly visible at all times for assessors to observe facial expressions and engagement.

- **Body Language & Gestures:** Assessors need to see posture, hand movements, and physical engagement to assess confidence and communication skills.
- **Presentation Materials & Props:** Any materials or tools used during the assessment must be clearly visible to evaluate the learner's handling and use of them.
- **Visual Environment:** The background should be well-lit, clutter-free, and free from distractions to maintain professionalism.
- **Assessors' Expectations:** Learners must be informed about specific camera angles, positioning, and framing to meet assessment guidelines.
- **Technical Considerations:** Video quality should be at least 1080p resolution to ensure clarity. Learners should test their setup in advance.
- **Accommodations for Accessibility:** Centres should consider the needs of learners with visual impairments or other disabilities and provide appropriate adjustments.
- **Privacy & Consent:** Learners must be informed about how the recording will be used, and their consent must be obtained before proceeding.

Recording Requirements

- **Equipment:** Smartphones, digital cameras, or video conferencing platforms (e.g., Zoom, Teams, etc.) can be used.
- **Placement:** The camera should be positioned at a stable location to avoid distractions. Use of a tripod is highly recommended.
- **Environment:** The recording space should be well-lit, quiet, and free from distractions.
- **Consent Statement (Trainer/Teacher/Assessor/IQA):** At the beginning of the recording, the candidate Teacher/Assessor/IQA must state: *"Hello, my name is [Full Name], and I agree to be video recorded during this session/assessment/IQA exercise."*
- **Consent Statement (Learners):** The learner(s) must then confirm their agreement verbally or via a thumbs-up gesture on being asked about giving their consent for being video recorded.
- **Continuous Recording:** The assessment must be recorded in full without interruptions, unless specified otherwise for sector-specific requirements. Under no circumstances can the video evidence be edited.

Evaluation & Feedback Requirements

- **Assessment Criteria:** Learners must be aware of the assessment requirements and expectations.
- **Evaluation Process:** Assessors should follow a standardised process to ensure fair and consistent assessments.
- **Constructive Feedback:** Assessors should highlight strengths and areas for improvement to support learner development.

Submission Guidelines

- **File Format:** Videos should be submitted in MP4, AVI, or MOV format.

- **File Transfer:** Submissions must be made through secure platforms such as www.sendbig.com or via a memory stick/data card sent to: *The Teacher Trainer Ltd, Regus House, Fairbourne Drive, Atterbury, Milton Keynes MK10 9RG.*
- **Editing Prohibition:** Videos must not be edited or tampered with. Any evidence of modification will result in reassessment.
- **Multiple Parts:** If the assessment requires multiple recordings, label them accordingly (e.g., Video A, B, C, etc.).
- **Return Policy:** Physical storage devices will not be returned unless a prepaid self-addressed envelope is provided.

Sector-Specific Guidance

- **Fitness & Sport Assessments:** Record in structured segments covering Meeting the client, Introduction, Health & Safety Checks, Pre-consultation, Warm-up, Main Session, Cool down, Session end and Client feedback.
- **Beauty Therapy Assessments:** Record in structured segments covering Welcoming client, Consultation, Treatment, and Post-Treatment advice and guidance.
- **Teacher Education, Assessing or Internally Quality Assuring:** Record the entire session in one continuous take, ensuring visibility of both teaching and feedback processes.
- For any sector, no breaks are allowed in the video. The video must not be edited or tampered with. Any evidence of modification will result in reassessment.

Conclusion

- Adherence to this policy ensures a fair and valid assessment process. Learners must follow all guidelines to prevent delays or rejection of submitted assessments.
- Queries regarding this policy should be directed to info@theteachertrainer.com.