

(NOTE: Throughout this document, THE TEACHER TRAINER LTD is referred to as TTT)

TTT POLICY DOCUMENT

Video Assessment Policy

Capturing, submitting and assessing video evidence fairly, securely and in line with data protection law.

Document Control

Document Title	Video Assessment Policy
Version	1.0
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Next Review Date	22 April 2027
Policy Owner	Phenil Mehta, Centre Manager
Approved By	Phenil Mehta, Centre Manager
Classification	Public
Applies To	All learners, Course Assessors, IQAs, Course Tutors and Course Coordinator

Video Assessment Policy

1. Purpose

This policy sets out how TTT uses video recordings as assessment evidence, whether captured live during virtual classroom sessions, live-remote meetings or pre-recorded and submitted by learners. It ensures video evidence is authentic, valid, secure, accessible and processed lawfully under UK GDPR, while supporting the assessment practice required by each Awarding Organisation.

2. Scope

This policy applies to:

- Live-remote video assessment sessions, including observed teaching, observed assessing and observed IQA activity
- Pre-recorded video evidence submitted by learners for assessment
- Video evidence captured by Course Assessors or IQAs as part of observation records
- All learners, Course Tutors, Course Assessors, IQAs and any additional participants who appear in the recording

3. Definitions

The following terms carry the meanings given throughout this policy.

Video Evidence	Any moving-image recording submitted by or captured for a learner in support of achievement against Assessment Criteria.
Live-remote Video Assessment	A real-time video interaction between a learner and a Course Assessor or observer, typically through a virtual platform.
Pre-recorded Video Assessment	A recording captured independently by the learner or a workplace witness and submitted to TTT.
Consent Statement	A declaration recorded at the start of the video or in writing, confirming the informed agreement of all identifiable participants to being recorded.
Additional Participant	Any person other than the learner and Course Assessor who appears or is audible in the recording, including other learners, clients, colleagues or members of the public.

4. Policy Statement

TTT is committed to the following principles and commitments.

1. Informed consent is obtained from every identifiable participant before any recording begins. Where a participant is under 18 or otherwise vulnerable, additional safeguards apply in line with the Safeguarding and Prevent Duty Policy.

2. Video evidence is processed under the UK GDPR on the lawful bases of contract (delivery of the qualification for which the learner has enrolled) and legitimate interests (quality assurance and malpractice prevention). Explicit consent is relied upon for the recording activity itself.
3. Recordings are not edited, trimmed or otherwise altered after capture. Any perceived alteration results in the work being reassessed or rejected.
4. Videos are stored securely, accessed only by authorised staff and retained for a minimum of three years after certification or longer where the Awarding Organisation requires it.
5. TTT uses video assessment in a manner consistent with the Awarding Organisation's qualification specification. Where video is not permitted as an evidence method, an alternative is used.
6. Although secure upload to the Learning Management System (LMS) is the default, TTT does require learners to use a cloud drive or any unregulated third-party file-sharing services for submissions for files larger than 1 GB.
7. Reasonable adjustments under the Accessibility and Reasonable Adjustments Policy are available for video assessment, including alternative formats where an adjustment can be made without compromising validity.

5. Roles and Responsibilities

Role	Responsibility
Centre Manager (Phenil Mehta)	Overall accountability; approves use of video assessment by qualification; reviews this policy annually; handles any concerns about consent or data protection.
Course Assessor and IQA	Briefs learners on requirements before the assessment; captures the consent statement at the start of the recording; assesses and quality-assures against the Assessment Criteria.
Course Tutor	Prepares learners to produce high-quality video evidence; provides technical guidance; identifies any learner who may need an adjustment.
Course Coordinator	Manages submission processes; logs recordings into the learner folder; handles storage, access and retention administration.
Learners	Obtain consent from all participants; produce the recording to the required standard; submit through the approved route; declare authenticity.
Additional Participants	Provide informed consent before appearing in the recording.

6. Consent

6.1 Consent principles

- Consent is informed, specific, freely given and documented
- Participants are told what is being recorded, why, how long it will be kept, who will see it and how they can withdraw consent

- Participants under 18 are in scope only where the Awarding Organisation permits; additional parental consent and safeguarding measures may apply, under the Safeguarding and Prevent Duty Policy

6.2 Consent statements at the start of a recording

Before starting any video, the person leading the recording reads a consent statement. Suggested wording:

Course Assessor or IQA: "Hello, my name is [Full Name]. I agree to be video recorded during this session for assessment and quality assurance purposes."

Learner: "Hello, my name is [Full Name]. I agree to this recording being used by TTT for assessment, IQA, EQA and any related investigation."

Additional Participants: confirm agreement verbally or, where spoken consent is not practical, by a clear visual signal such as a thumbs-up at the start of the recording.

6.3 Withdrawal of consent

A participant may withdraw consent at any time. This must be done in writing to maintain an audit trail.

7. Technical and Environmental Standards

Standard	Requirement
Image quality	Minimum 1080p where the learner's device permits; a lower resolution may be accepted where network conditions require it, provided faces, materials and gestures are clearly visible.
Audio quality	Clear audio for the learner and any participants, free from excessive background noise.
Camera placement	A stable camera or tripod; angles agreed with the Course Assessor in advance where specific framing is required.
Environment	Well-lit, quiet and free from avoidable distractions. Where the activity is at a workplace venue such as a gym or classroom, the learner must remain clearly audible and visible.
Technical test	A short test before the assessment confirms the setup. Technical failures during the test result in rescheduling, not a failed assessment.
Permitted devices	Smartphone, digital camera or virtual classroom platforms such as Zoom or Teams are acceptable, subject to the Awarding Organisation's rules.

8. Visibility Requirements

- Learner's face and upper body must be clearly visible to support assessment of delivery, presence and engagement
- Presentation materials, props or tools used during the activity must be clearly visible

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- Any additional participants who contribute to the assessment must also be visible in frame at the relevant moments
 - Background should be clutter-free and professional; confidential materials belonging to third parties must not be visible
 - Reasonable adjustments for visibility, such as camera angle changes for mobility needs, are agreed in advance

9. Recording Conduct

- Recording runs continuously; breaks are not permitted mid-session unless specified by the Awarding Organisation
- No editing or alteration of the recording, including trimming, cutting, overlaying graphics or adding subtitles after the event; any perceived alteration results in reassessment or rejection
- Labelling of multiple-part submissions uses a clear convention: Video A, Video B and so on

10. Submission and Storage

10.1 Submission route

Learners submit pre-recorded video evidence through TTT's Learning Management System (LMS) as the default. Where file size prevents direct upload, alternatives like cloud drives or public free-tier file-sharing services for submissions are recommended. Where memory sticks are sent by post, they are sent to TTT's registered address and will not be returned unless a prepaid self-addressed envelope is provided.

10.2 File formats

Accepted formats are MP4, MOV and AVI. Submissions in other formats are returned for conversion unless TTT can convert them without loss of quality.

10.3 Storage and access

- Recordings are stored in a secure, access-controlled location within the TTT Learning Management System (LMS) or encrypted cloud storage
- Access is restricted to the Course Assessor, IQA, Centre Manager and, on request, the Awarding Organisation's EQA
- Recordings are not downloaded to personal devices
- Any sharing beyond TTT, including to an EQA, uses a secure link with an expiry date rather than email attachment

10.4 Retention

Recordings are retained for a minimum of three years after certification or longer where the Awarding Organisation requires it. At end of retention, recordings are deleted securely in line with the Data Retention and Disposal Policy.

11. Assessment and Feedback

- Assessment against the Assessment Criteria follows the Assessment Policy and the VACSR principles
- Written feedback is issued within 14 calendar days of submission, specific to the criteria met and, where not yet met, directing the learner to what to do next
- Recordings are sampled by the IQA as part of the Sampling Strategy

12. Data Protection and Rights

Video recordings contain personal data and are processed in line with the UK GDPR and the Data Protection Policy. Data subjects, including learners and additional participants, have rights to access, correction, restriction, objection and, subject to legal exceptions relating to assessment integrity and legal claims, erasure. Requests are addressed by the Centre Manager. Where a data subject asks for a recording to be deleted before the end of the retention period, TTT considers the request against its legal obligations to retain assessment evidence and responds in writing.

13. Training

Role	Training	Frequency
Course Assessors and IQAs	Consent capture; assessing video evidence; secure handling	Induction and annual refresh
Course Tutors	Preparing learners for video submission; technical guidance	Annual
Course Coordinator	Secure storage; retention and deletion; EQA access	Annual
Learners	Induction briefing on video assessment requirements	At induction and before first submission

14. Monitoring and Review

This policy is reviewed annually by the Centre Manager as part of TTT's self-evaluation process. Interim reviews are triggered by Ofqual or Awarding Organisation changes, data protection regulatory updates, significant incidents or platform changes affecting recording, storage or access. All outcomes are recorded in the Version History at Section 16.

15. Related Documents

This policy should be read alongside:

- Assessment Policy
- Internal Quality Assurance (IQA) Policy
- Accessibility and Reasonable Adjustments Policy
- Reasonable Adjustments and Special Considerations Policy
- Safeguarding and Prevent Duty Policy
- Malpractice and Maladministration Policy
- Data Protection and GDPR Policy
- Data Retention and Disposal Policy
- Online Learning and Digital Conduct Policy
- Information Security and Cyber Security Policy

16. Version History

Version	Date	Author	Summary of Changes
1.0	22/04/2026	Phenil Mehta	Initial publication under new master template. Supersedes prior Video Assessment Policy dated 07/04/2026. UK GDPR lawful basis stated explicitly. LMS-first submission with alternatives like cloud drives or 3 rd -party file-sharing services. Storage, access, retention and data subject rights added. Withdrawal of consent process specified.

17. Approval

This policy has been reviewed and approved by the Centre Manager of TTT.

Phenil Mehta
Name

P Mehta
Signature

22/04/2026
Date