

Digital Recording Policy

(Practical Observed Assessments and Professional Discussions)

Abstract

This Digital Recording Policy establishes the standards and requirements for the use of audio, video and screen recording technologies

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1. Introduction

The purpose of this document is to provide guidance for the use of digital technologies for recording observed assessment and professional discussion as part of assessment strategies for individual Active IQ qualifications, where permitted.

Compliance with these requirements will ensure a consistency of approach, fairness across all cohorts regardless of the delivery and assessment models followed, and provide the assurance required by Active IQ and the regulators, thus retaining wider public confidence.

2. General requirements

A digitally recorded assessment or professional discussion requires equipment that is of appropriate quality to ensure that the end product can be assessed fairly, robustly and objectively. Included below are minimum standards for digitally recorded evidence to ensure the authenticity and validity of evidence.

Digitally recorded evidence that does not meet the required standards may result in certification being withheld or withdrawn, and/or sanctions being imposed in accordance with the Active IQ quality assurance strategy.

Any digital recorded evidence must take account of equality and diversity requirements to ensure that learners are not disadvantaged.

Centres must maintain their own internal policy reflecting Active IQ's policies for recorded assessments and make them available to learners to ensure awareness of the required standards.

3. Qualifications not covered by this policy

The following qualifications are not covered by the guidance within this policy; it is not appropriate for the practical assessments within these qualifications to be assessed via a digital recording:

- Active IQ Level 3 Award in Emergency First Aid at Work
- Active IQ Level 3 Award in First Aid at Work
- Active IQ Level 3 Diploma in Sports Massage
- Active IQ Level 4 Certificate in Sports Massage

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For the following qualifications it is not appropriate to use digital recordings of practical assessments to meet the evidence requirements. Therefore, the trainee assessor (learner) must carry out assessments of practical skills in person for the following qualifications:

- Active IQ Level 3 Award in Assessing Vocationally Related Achievement
- Active IQ Level 3 Award in Assessing Competence in the Work Environment
- Active IQ Level 3 Certificate in Assessing Vocational Achievement

For the following qualifications it is not appropriate to use digital recordings of practical assessments to meet the evidence requirements. Therefore, the trainee verifier (learner) must carry out quality assurance activities of practical skill assessments in person for the following qualifications:

- Active IQ Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice
- Active IQ Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice

For work-based competency qualifications the digital recording of naturally occurring practical evidence (observations) can be considered, however additional measures will need to be put in place to ensure data protection, and the privacy of others is observed (this would include internal staff and external customers depending on the situation). Please contact your centre allocated external verifier for further information and support.

4. Minimum standards for digitally recorded evidence

- all recordings must be completed on devices that allow a digital time and date stamp, or where not available, a written statement from tutor/assessor or other appropriate person
- appropriate photographic ID must be provided on screen, plus a verbal confirmation of the learner's name and date of birth stated clearly at the start of the recording
- where appropriate, assessors must check learner environments to ensure there is no risk of malpractice on the part of the learner
- all recordings must be continuous and there must be no evidence of stopping, starting or editing of a recording (except where this is permitted: see the exceptions to continuous recording requirements below)
- where an equipment failure is identified after the recording has been completed, a separate report may be filed to provide an account of this event. This will be reviewed alongside the assessment itself and allowance made where appropriate

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- audio and visual elements of any recording must be synchronised to enable authentication of the evidence
- all assessment criteria must be met in accordance with the specific assessment guidance (assessment specification)
- the recording must contain footage of the learner's entire session plan as appropriate. This must cover all aspects of the assessment criteria, including learner briefing and debriefing, the assessment and outcome, together with feedback. For practical assessments, it must cover all elements of the observation as detailed on the associated checklist pro forma, including gaining/providing feedback at the end of a session
- the assessment must be recorded in an environment that meets the criteria of the qualification being assessed
- any person involved in a digital recording must provide written informed consent. This includes parents/carers of any children and young people or vulnerable adults. Records of informed consent must be retained for quality assurance purposes
- to obtain informed consent, those responsible for the digital recording must clearly explain the reason for the activity, including the intended uses and who it will be shared with
- assessment decisions must be given in accordance with relevant qualification guidance

5. Visual and audio standards for practical assessments

- for practical sessions only, the learner and their participants must remain in camera shot at all times, allowing the assessor to see the learner(s) coaching, participating and communicating at all times
- the learner and participants must be heard at all times
- if an independent camera person is involved, they must remain silent at all times
- summative observation: this must be one continuous session. The date and time stamp of the recording will corroborate this evidence, or where not available, a written statement from tutor/assessor or other appropriate person
- professional discussion: this must be one continuous session. The date and time stamp of the recording will corroborate this evidence, or where not available, a written statement from tutor/assessor or other appropriate person

6. General recommended recording guidelines

Active IQ strongly recommends the following to avoid any unnecessary issues:

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- the learner/assessor performs appropriate checks on digital equipment prior to recording any assessment
- after recording is complete, the learner/assessor should play back the entire recording to ensure all assessment and digital recording requirements have been met
- assessor feedback is written as recommended for a live observation
- learners are given the opportunity to obtain live assessor feedback comparable with a live observed assessment (e.g. e-meeting, phone call or live meeting to discuss feedback or ask and answer questions: this may be provided either as written feedback or recorded as part of the assessment)
- recorded assessments should be included in planning for internal quality assurance sampling
- centres should produce their own digital assessment checklist that includes the requirements listed in this document to assist learners prior to recording and submission

7. Exceptions to continuous recording requirements

- formative practical assessments: these can be recorded as individual items, e.g. equipment, exercises or components of assessment or sessions
- modular summative observation: may be completed on one or more occasions, e.g. to reflect the chosen approach accordingly

Summative observations/professional discussion must be completed in one continuous session.

8. Associated documents

- Active IQ quality assurance strategy
- Active IQ's qualification specific assessment guidance

9. Implementation and dissemination

This policy will be implemented immediately upon approval and available on AIQ website.

10. Monitoring arrangements

This policy will be reviewed in six months by relevant AiQ and NCFE colleagues to ensure document is aligned and fit for purpose following full integration of AiQ.

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11. Data retention

The centre must hold the recording securely in accordance with current data protection and GDPR legislation for as long as is necessary or as required by our regulators for quality assurance purposes.

12. Contact us

If you have any queries about the contents of the policy, please contact our external verifier team on:

E: ev@activeiq.co.uk

T: +44(0)1480 467 950

T: +44(0) 845 688 1278

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