



Use of video evidence in assessments policy

Policy statement

YMCA Awards qualifications are designed with defined assessment requirements. For some qualifications, live remote assessment and/or learner-recorded video evidence forms part of the approved assessment approach and is governed primarily by the relevant qualification specification and associated assessment guidance.

This policy sets out the baseline requirements that apply whenever videoed learner evidence is used in practical assessment, unless otherwise specified within the relevant qualification specification or Learner Assessment Record (LAR).

In this policy, “videoed learner evidence” includes pre-recorded assessment evidence, live remote assessment conducted using video conferencing platforms, and recordings of live remote assessment.

Where videoed learner evidence does not form part of the approved assessment design for a qualification, centres must obtain prior written approval from YMCA Awards before using video evidence for practical assessment.

The use of videoed learner evidence must not undermine the validity, reliability, authenticity, comparability, or the ability of YMCA Awards to scrutinise assessment decisions.

Scope

This policy applies to all YMCA Awards approved centres delivering regulated qualifications where videoed learner evidence is used in practical assessment.

This policy does not permit the use of videoed learner evidence for the following qualifications:

- YMCA Level 3 Award in Emergency First Aid at Work (603/1902/1)
- YMCA Level 3 Award in First Aid at Work (603/1903/3)
- YMCA Level 3 Award in Emergency Paediatric First Aid (603/7211/4)
- YMCA Level 3 Award in Paediatric First Aid (603/7212/6)
- YMCA Level 4 Diploma in Sports Massage Therapy (Soft Tissue Dysfunction) (610/3569/5)
- YMCA Level 4 Certificate in Sports Massage Therapy (601/5123/7)
- YMCA Level 4 Certificate in Sports Massage Therapy (Soft Tissue Dysfunction) (610/0736/5)

For the qualifications listed above, practical assessment must be conducted in accordance with the qualification specification and may not be undertaken using videoed learner evidence.

Requirements for use of video evidence

Technical and recording standards

- Recordings must be available in digital format.
- Recordings must commence at the beginning of the assessment and must contain footage of the assessment only.
- The assessment must be recorded in a single, continuous take and must not contain edits.
- The learner and participant(s) must remain in camera view throughout the recording.

- The learner must be clearly audible throughout the recording. Participant contributions must also be clearly audible.

Unless alternative arrangements are explicitly specified within the relevant qualification assessment guidance or form part of an approved reasonable adjustment, recordings must comply fully with the requirements set out above. Where non-compliant recordings are identified and no such specification or approved adjustment applies, the evidence must not be assessed, and a further compliant recording must be obtained.

Authenticity and identification

- At the start of the recording, the learner must clearly state their full name.
- The assessor (where present) must confirm the learner's identity prior to assessment in accordance with centre procedures
- The assessor must record confirmation of identity within assessment feedback.
- Recordings must be clearly labelled with:
 - learner's full name
 - learner number
 - qualification title
 - assessment reference
 - date the evidence was generated

Assessment environment and conduct

- The assessment must be conducted in an environment appropriate to the qualification requirements.
- The assessment location must be agreed in advance with the centre.
- Where the environment is deemed unsuitable by the assessor, the learner must undertake a further assessment recording in an appropriate setting.
- The video content must cover the assessment range specified in the relevant assessment guidance or observation checklist.

Information security, confidentiality and safety

- Informed consent must be obtained and retained for all participants who are filmed as part of the assessment.
- Where children or vulnerable adults are involved, centres must ensure that safeguarding requirements are met and that filming arrangements are appropriate, proportionate and risk assessed.
- Video recordings must be stored securely and accessed only by authorised personnel for the purposes of assessment and quality assurance.
- Centres must ensure that the transfer of video evidence is undertaken using secure methods in accordance with their data protection and information security procedures.
- Centres remain responsible for ensuring compliance with applicable data protection legislation when collecting, storing and processing video evidence.

- Centres must ensure that the assessment environment is safe and suitable for the practical activity being undertaken and that appropriate health and safety risk assessment has been conducted prior to recording.

Centre responsibilities

Centres must:

- Ensure that videoed learner evidence is used only where permitted within the qualification specification or where prior written approval has been granted by YMCA Awards.
- Provide clear guidance to learners on the requirements set out in this policy and ensure that recordings submitted for assessment comply with those requirements.
- Ensure assessors are trained in assessing video evidence and, where applicable, conducting live remote assessment.
- Verify learner identity in accordance with centre procedures prior to assessment and maintain a record of identity verification.
- Operate internal quality assurance arrangements that ensure assessment decisions made using video evidence are valid, reliable and comparable to decisions made through in-person assessment.
- Monitor the authenticity, sufficiency and compliance of video evidence submissions on an ongoing basis.
- Ensure appropriate data protection, information security and safeguarding measures are implemented when recording, storing and transferring video evidence.

Retaining evidence

Centres must ensure that video evidence is clearly identifiable within assessment records and made available to the EQA upon request.

All video evidence must be stored securely and accessed only by authorised personnel for the purposes of assessment and quality assurance.

Video evidence must be retained in line with the requirements set out in the YMCA Awards Data Retention policy and for a minimum of one year following completion of the qualification, unless a longer retention period is required due to funding, regulatory, appeal, malpractice or other investigation requirements.

Where recordings include children or vulnerable adults, centres must ensure that retention is proportionate and risk assessed. Recordings must not be retained longer than necessary but must not be destroyed where they may be required for quality assurance, appeal, malpractice investigation or regulatory purposes.

Applying for approval

Centres seeking approval to use videoed learner evidence where this is not permitted within the qualification specification must submit a request via Y-Connect using the “Contact YMCA Awards” form.

The request must include:

- confirmation of the qualification(s) and unit(s) for which approval is sought.
- details of how the centre will ensure that assessment decisions made using video evidence remain valid, reliable and comparable.

- details of assessor preparation and training for assessing video evidence.
- details of internal quality assurance arrangements to monitor authenticity, sufficiency and consistency.
- confirmation of how data protection, information security and safeguarding requirements will be met.

Centres must have a written policy governing the use of video evidence and must provide a copy of this policy as part of the approval request. The centre policy must be reviewed at least annually to ensure it remains current and compliant with legislative and regulatory requirements.

Approval will specify the scope and conditions under which videoed learner evidence may be used. Approval is not automatic and may be refused or withdrawn where the requirements of this policy are not met.

Compliance with this policy will be monitored through YMCA Awards quality assurance activity, including EQA visits and remote sampling.

Compliance

Failure to comply with the requirements of this policy may result in approval to use videoed learner evidence being reviewed or withdrawn.

Non-compliance will be identified through YMCA Awards' quality assurance activity. Where concerns are identified, actions may be set and the centre's risk status may be reviewed. Where non-compliance is serious, repeated or not addressed within agreed timescales, it may be managed in accordance with the relevant centre sanctions or withdrawal policy.