

# Use of video evidence in practical assessments policy

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## Policy statement

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YMCA Awards recommend that practical assessments take place in a setting with both the learner and assessor present. We also recognise that:

- Centres may want the facility to use video recording to enable learners to submit evidence for practical assessments
- Centres may need the facility to use video recording and/or to use video conferencing platforms to conduct assessments in extraordinary circumstances which place legal restrictions on learners' access to assessment venues.

In this policy we refer to “videoed learner evidence” to include pre-recorded assessment evidence, use of live video conferencing solutions (such as Zoom, Skype and Teams) and recordings of assessments carried out via video conferencing solutions.

Centres are required to gain approval to use videoed learner evidence in practical assessments. It is **not** permitted for centres to carry out assessments using video evidence **without prior written approval from YMCA Awards**.

Prior written approval in some instances is given through additional guidance published by YMCA Awards either in the qualification specification or when exceptional arrangements are warranted.

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## Scope

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This policy applies to all YMCA Awards approved centres and regulated qualifications, with the exception of:

- 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)

Please note that video evidence is **not accepted** for First Aid qualifications.

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## Requirements for use of video evidence in practical assessments (when approved)

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- Recordings must be available in digital format.
- Recordings must be labelled with the:
  - learner's full name
  - learner's date of birth
  - learner number
  - date the evidence was generated
  - qualification title
  - Assessment reference.

- The recording must contain footage of the assessment only, which must commence at the beginning of the recording.
- The assessment must be shot in one take. Assessors should not assess the evidence if the recording contains edits and the learner must be instructed to make a further, unedited record.
- The learner and participant(s) must be in camera shot throughout the entire recording.
- The learner must be clearly heard at all times throughout the recording. If it is difficult to hear the learner's instructions, they should be asked to make a further recording.
- Any comments made by the participant(s) should be clearly audible at all times.
- The assessment must be conducted in a suitable environment (for example a commercial health and fitness centre). If the venue is deemed to be unsuitable by the assessor, the learner must be asked to identify an appropriate environment and make a further recording. The location in which the learner is recording their evidence should always be agreed in advance with the learner's centre.
- A copy of the lesson plans and informed consent forms for all of the participants being filmed must accompany video assessment submissions.
- A certified copy of any legally recognised form of photo identification (for example a driver's licence or passport) must accompany the video submission.

The video content must cover the assessment range required in the assessment guidelines (please refer to the appropriate observation checklist).

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## **Centre responsibilities**

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Centres must:

- Provide detailed guidance and instruction to learners on how to make suitable video recordings, ensuring that all the requirements listed above are included
- Ensure assessors have been given specific training on making assessment decisions using video evidence and/or conducting assessment using web conferencing platforms
- Ensure internal quality assurance arrangements are in place which ensure that the assessment decisions made on video evidence are reliable and valid and that there is comparability between decisions made using video and face-to-face evidence
- Ensure internal monitoring takes place to ensure that all video evidence submissions are authentic and sufficient.

Use of video conferencing platforms – including Skype, Microsoft Teams, Zoom and similar systems – can be used for the purposes of assessment of practical skills when permission has been given by YMCA Awards for this. For example, in extraordinary circumstances including legal restrictions on access to assessment venues.

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## Retaining evidence

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Centres must ensure:

- a log of video evidence should be retained by the centre, and made available to the YMCA Awards External Quality Assurer upon request. The log should include learner details, the unit/qualification, the date the recording was submitted, the date of assessment and the assessment outcome
- all video evidence must be stored securely and released only to authorised personnel for the purpose of assessment and quality assurance
- pre-recorded video evidence must be assessed by the centre within 25 working days of learner submission so that the evidence may be deemed current
- once assessed, the recording should be stored securely for a minimum timeframe of one year, provided that the learner has received the certificate for their qualification from YMCA Awards. Video evidence which includes children or vulnerable adults should be destroyed immediately after the learner has received their certificate for the qualification. In most cases, we recommend minimal use of video evidence for practical assessments involving children and vulnerable adults.

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## Applying for approval

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In order to seek approval centres should submit an application through Y-Connect using the contact YMCA Awards form. This application should identify the type of training the centre provides to staff to ensure learners are supported sufficiently when practical assessments are carried out using video evidence. Centres must ensure the assessments are valid, reliable and comparable and there are internal quality assurance arrangements in place to monitor the sufficiency and reliability of assessment decisions made using video evidence.

Centres must ensure they have a written policy in place for video assessment and supply a copy of this when requesting approval. Centres should review this policy annually to ensure it is current, represents best practice principles and aligns with any appropriate legislative requirements.

Centres that are granted approval to use videoed learner evidence in practical assessments must consistently follow the YMCA Awards Policy and Procedure on Use of Video Evidence in Practical Assessments. Adherence to this Policy and Procedure, as well as monitoring of records of video evidence, is carried out by YMCA Awards External Quality Assurers during their visits and through remote sampling.

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## Centre sanctions

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Only centres that have received written approval from YMCA Awards may use video evidence in practical assessments. Prior written approval in some instances is given through additional guidance published by YMCA Awards either in the qualification specification or when exceptional arrangements are warranted.

Centres that have not received approval are likely to incur a sanction and may have to carry out further practical assessments to claim achievement for their learners.

Centres that are approved to use video evidence but are not able to meet the requirements set out in this Policy and Procedure – identified either through the centre making a declaration of non-compliance to YMCA Awards or through YMCA Awards monitoring activity – will have this approval removed or suspended.