



Video Assessment Procedure

CYQ strongly recommend that all assessments are observed in a live setting. Where, in some circumstances, recorded assessment has been agreed by CYQ the centre should conform to the following guidelines:

1. The assessment must be presented on DVD/VHS video in either PAL/NTSC format or DVD
2. The DVD/VHS video must be clearly labelled with the learner's full name, date of birth, date of assessment, learner number (if appropriate), and clearly marked stating the unit or qualification title.
3. The DVD/VHS video must contain footage of the assessment only, which must commence at the beginning of the DVD/VHS video.
4. The assessment must be shot in one take. Assessors should refer the assessment if the DVD/VHS video contains edits.
5. The learner and participant(s) must be in camera shot throughout the entire recording.
6. 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 referred.
7. Any comments made by the participant(s) should be clearly audible at all times.
8. The assessment must be conducted in a suitable environment e.g. a commercial health and fitness centre. If the venue is deemed to be unsatisfactory, the learner will be referred on their assessment.
9. A copy of the lesson plans and informed consent forms for all of the participants being filmed must accompany DVD/VHS video assessment submissions.
10. A certified copy of any legally recognised form of photo identification including photo, for example - a driver's license or passport must accompany the DVD/VHS video submission.
11. The DVD/VHS video produced must cover the assessment range required in the unit/qualification assessment guidelines (please refer to the appropriate observation checklist).

12. Before conducting recorded assessments, centres should provide CYQ with a copy of their detailed procedures for the use of DVD/VHS video in assessment showing clearly how they will ensure that all of the general points above, and evidence retention guidelines that follow have been included:

Evidence retention:

- A log of all DVD/VHS video assessments should be retained by the centre, and made available to the CYQ EV upon request.
- The person responsible for the Centre security procedures should ensure that all DVD/VHS video evidence is kept in a secure site and released only to authorised personnel for the purpose of assessment/verification.
- All DVD/VHS video assessments must have a maximum turnaround time of 30 days.
- Once assessed, the DVD/VHS video should be kept in a secure holding place for a minimum timeframe of one year for VRQs and three years for NVQs after which it must be destroyed. DVD/VHS video of assessments for the Level 2 Certificate in Instructing Health Related Exercise for Children units/qualification should be destroyed immediately after they are assessed, internally and externally verified.

Centre Sanction - Only Centres that have submitted detailed procedures and received written authorisation from the CYQ Approvals and Verification team may undertake video assessment. Centres that have not received written authorisation may incur a sanction and/or additional fee.