

Requirements for Video Evidence

Centres must:

- Ensure the assessment is conducted in a suitable environment – evidence must be referred if the environment is not satisfactory.
- Confirm with the venue that filming can take place – a copy of the consent form must be submitted with the recording.
- Ensure permission is obtained from all relevant parties prior to the assessment taking place – this includes the learner, participants, parents (in the case of the assessment involving minors) etc. as appropriate. A copy of the consent form must be submitted with the recording.
- The recording must include the learner's details:
 - Full name
 - Date of birth
 - Assessment date
 - Qualification
 - Learner number
- Skype may be used to conduct professional discussions, from which a written record must be kept. Skype cannot however, be used for the assessment of practical skills.
- The recording must only contain footage of the assessment.
- The assessment must be recorded in one take, and there must be no edits made to the footage. Assessors must refer any footage which has been edited.
- The centre must ensure that the footage submitted demonstrates sufficient evidence against the relevant criteria.
- The learner and any participant(s) must be clearly visible at all times throughout the recording.
- The learner and any participant(s) must be clearly audible at all times throughout the recording. If the learner is difficult to hear, assessors should refer the evidence.