

## Pre-recorded Video Assessment for YMCAFit Teaching Yin and Restorative Yoga CPD Course

### Pre-recorded Video Assessment Guidelines

#### Pre-assessment guidelines

1. To prepare for your pre-recorded video assessment, you will need to complete the following:
  - a. The video assessment agreement form (to be emailed to your course tutor)
  - b. The location and environment risk assessment
  - c. Two session plans
  - d. A participant PARQ and Video Consent for the participant being filmed
2. The document templates are attached to your course confirmation email
3. You may seek advice and guidance to ensure readiness for an assessment from your course tutor
4. You will need to submit your pre-recorded video assessment within 4 weeks from the last day of your course.

#### Submitting a Videoed Session

5. Your recorded video assessment will not be assessed if the signed video assessment agreement form has not been received by your course tutor.
6. Email the following table to provide a link to a cloud-based file with the evidence detailed in point 9.

Pre-recorded Video Assessment Submission	
Name:	Student No:
Qualification Teaching Yin and Restorative Yoga CPD	Link to file:

7. Email your completed table to to: [kate.brushwood@ymca.co.uk](mailto:kate.brushwood@ymca.co.uk)
8. A recording must be available in digital format and will only be accepted via a link to a cloud-based digital file. For example: DropBox, Google Files, One Drive etc.
9. Your recording must be submitted along with the assessment booklet completed with the following;
  - a. Two completed session plans using the course session planning template.
  - b. Book reviews
  - c. Completed PARQ and Video Consent Form for the participant
  - d. Completed location and environment risk assessment

**The assessor will access the evidence provided via the cloud-based file. An assessment will only be assessed where all evidence is provided.**

**Your assessor will contact you to give you your results and feedback.**

**All documents/files must include Student Name and Assessment type. Eg: Joe Brown Yin assessment.**

### **Session delivery guidelines**

10. At the start of the assessment you must show your photo ID on screen, detail your full name, date of birth, date of assessment, learner number and assessment component of your qualification.

11. Ensure a recording is no longer than 30 minutes (minus the introduction as detailed in point 10). Assessors will not assess the evidence if the recording is longer than 30 minutes and the assessment outcome will be recorded as a refer, and the learner will be instructed to make a further recording. All re-submissions will be subject to a re-assessment fee.

12. The recording must contain footage of the assessment only, which must commence at the beginning of the recording. Assessors will not assess the evidence if the recorded assessment does not commence at the beginning and the assessment outcome will be recorded as a refer, and the learner will be instructed to make a further recording. All re-submissions will be subject to a re-assessment fee.

13. The assessment must be shot in one take and reflect the main phase of one of the lesson plans submitted. Assessors will not assess the evidence if the recording contains edits, the assessment outcome will be recorded as a refer, and the learner will be instructed to make a further recording. All re-submissions will be subject to a re-assessment fee.

14. The learner and participant in camera shot must be clearly heard throughout the entire recording. Assessors will not assess the evidence if the learner and participants are not in shot throughout the entire recording and the assessment outcome will be recorded as a refer, and the learner will be instructed to make a further recording. All re-submissions will be subject to a re-assessment fee.

15. The assessment must be conducted in a suitable environment which has been risked assessed (for example a private garden, free from external hazards and disruptions). If the environment is deemed to be unsuitable by the assessor, the assessment outcome will be recorded as a refer, and the learner will be instructed to make a further recording. All re-submissions will be subject to a re-assessment fee. Advice and guidance, from the tutor, must be sought if the learner is unsure if the environment is suitable.

16. The session must cover all the assessment outcomes required in the assessment guidelines. (please refer to the appropriate observation checklist)

### **The learner will need to consider adopting the following checks:**

- Ensure the camera/phone battery is fully charged and have enough battery life for the duration of the live video event.
- To have a second camera recording the event as a backup if one camera fails during the recording (optional).
- The learner has practiced using the camera equipment before the assessment takes place.
- The learner practices to ensure the auditory function of the camera is working.
- The learner must practice, prior to the assessment, to ensure all verbal information can be heard effectively (voice projection, body position etc.).

- The learner must ensure that noise from an outside area does not interfere with the sound quality.
- The learner has practiced, to ensure the camera can show the whole of the area where learner and participant will be working.
- The learner places participants and themselves within camera shot at all times and place markers on the floor of an area that will not be covered in the camera view.
- Refrain from moving the camera during filming unless necessary.
- To review the recording before submission to ensure the video and assessment criteria have been met.
- Retain a copy of the recording for future reference. This will be needed to relate to the feedback provided by the assessor and as a back up in the event of any unforeseen technical issues.

**Evidence retention:** A log of video evidence will be retained by the centre and made available to the YMCA Awards External Quality Assurer upon request. The log will include learner details, the unit/qualification, the date the recording was submitted, the date of assessment and the assessment outcome. All video evidence will be stored securely and released only to authorised personnel for the purpose of assessment and quality assurance.