

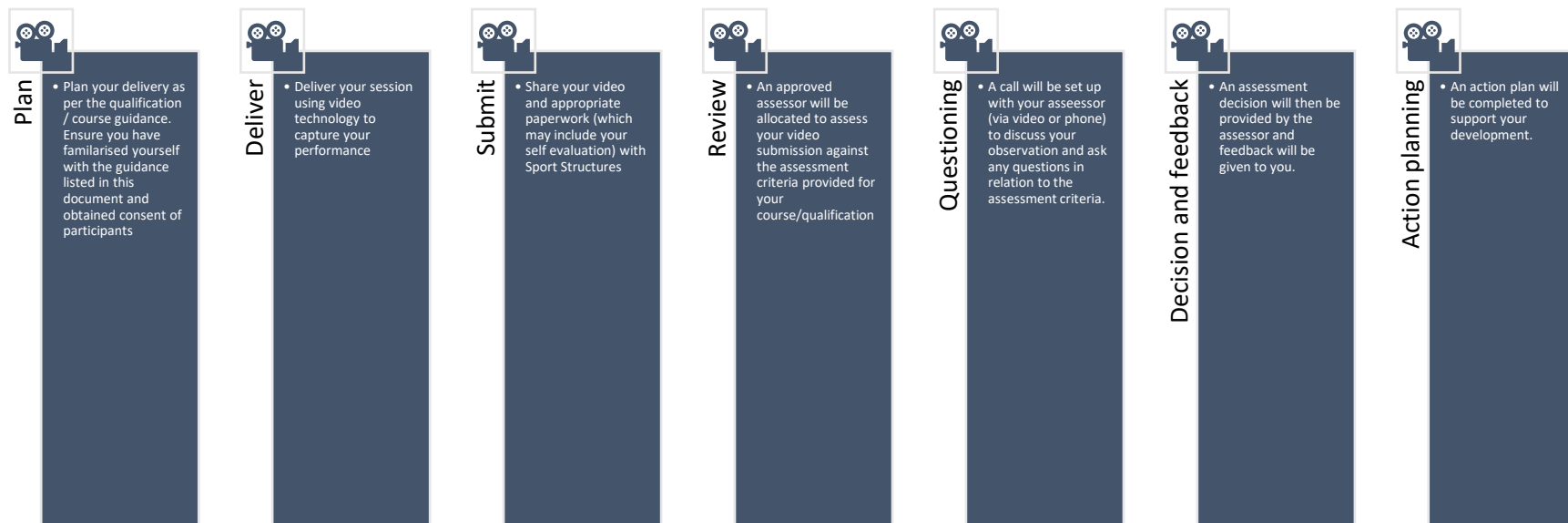
Video Assessment Guidelines

This document has been developed to support learners who wish to use the video assessment process as part of their course/qualification. It aims to ensure that learners are not disadvantaged and that a standardised approach can be used to assess competence. The use of video as a form of assessment must be agreed in advance with Sport Structures. Learners may wish to use video assessments in the following scenarios:

- There is a course/qualification which is eligible for video assessment
- They are unable to attend a scheduled assessment day
- As a process for re-assessment
- Due to assessor unavailability

We strongly recommend that learners clarify any additional fees are associated with this process, prior to proceeding.

Video Assessment Process



Planning

Please consider the following when planning your session:

- Obtaining consent prior from any participants you wish to involve in your session. If you intend to film in a school, you will need to ensure that permission is sought from parents and the school (and the school hold records of this permission). An example video consent form can be requested from us. Evidence of consent needs to accompany your video submission.
- Testing any equipment you wish to use prior to your session taking place
- Ensuring the camera has sufficient battery life to complete the whole session (no part sessions will be accepted). Please seek advice if you are unsure of what to capture with us directly.
- Using an appropriate venue/environment. Ideally sessions should be filmed indoors (depending on your course/qualification). Ensure lighting is appropriate and noise interference is kept to a minimum.

- Sharing this guidance document with a colleague if they are capturing the session on your behalf. They should film the session in close proximity to you so the video can capture audio by you and your participants.
- Becoming familiar with the course/qualification requirements (i.e. paperwork you are required to complete and the duration of the session you are required to capture).

Please contact us **two weeks** in advance of submitting your video for assessment so we can ensure that we can allocate an appropriate assessor to you. Please do this via education@sportstructures.com. For some qualifications, learners are eligible to have a discussion with their assessor to talk through their session plan prior to delivering their session. Please refer to your qualification learner page for guidance.

Equipment

- Smart phones are ideal for capturing video footage. You may also wish to explore the following mounts/audio technology:
- Phone tripods
- GorillaPods
- Lapel microphones (check device compatibility – i.e. IOS or Android)

Head mounts are not permitted.

Delivering

- Prior to starting your session, please confirm your name, date and course/qualification and purpose of the assessment. This should be captured on the video. If you are delivering a coaching session, please state the session objective. If you are submitting a coaching session for video assessment, we usually do not need to see the warmup or cool down. Again, please seek advice if you are unsure of what to capture with us directly.
- The recording must contain footage of the assessment only, which must commence at the beginning of the recording
- The assessment must be captured in one take. Where possible, a digital clock should be working and visible during the recording.
- The camera should be positioned so that you and your participant(s) are seen **at all times**. It is recommended that you use a tripod or other secure base.
- Voices are clearly audible. If voices are not clearly audible, then a separate microphone should be used. This could be mounted in front of the participant(s) or you could use a lapel microphone attached to clothing. If a separate microphone is used this should be linked to the camera through the appropriate audio input. Participants are not required to wear microphones.

- If someone is filming on your behalf, the filming should cover the movements of you and film close-ups of any feedback being given to the participants.
- If you are submitting a coaching assessment, when demonstrations are being given, the camera should focus on the coach (and demonstrator, if applicable) and also show evidence of the participants listening/responding to questions. The recording must capture you and the participants in equal amounts. For example, 50% of the video should record you, 50% the participants.
- We recommend filming in landscape mode.

Submitting

Review your recording ahead of submitting. The digital recording must be finalised in a universally acceptable format for playback such as MP4, MPEG, AVI, MOV or WMV. If the assessment is saved onto a DVD it must be in a format that can be played on any DVD player in all regions. You may also wish to use a USB.

You can send your video via software such as We Transfer. You could also use an existing YouTube account or [create an account](#) to upload your video. Please ensure you have enabled [video uploads](#) longer than 15 minutes.

Please also send a copy of your portfolio us to accompany the video footage via our [email address](#). This should include your completed session plan, health and safety checklist and self evaluation, along with all consent forms. If you would need to gain clarity on the documents for submission, please contact us.

It is your responsibility to keep a back-up copy of your video file and associated paperwork. A copy of the original, unedited, recording must be retained by us (as a recognised centre), for internal and external quality assurance purposes.

Reviewing

On receipt of the video and supplementary paperwork, an approved assessor will review the evidence submitted. This will be turned around within 10 working days of receipt.

Please be aware that if the video footage is of poor quality, this will be rejected, and feedback will be provided to explain the reason for the rejection.

Questioning, decision and feedback and action planning.

The assessor will make contact you to identify a time to discuss your video and paperwork submissions. They will let you know how long this process will take when arranging the call.

As part of the call, they will ask you questions in relation to the assessment criteria and they will record your answers. After this process, they will let you know if you are competent or not yet competent and provide appropriate feedback to you, using the relevant course/qualification paperwork. An action

Document reference: 4.27

Version: 1

Updated: May 2021

Review date: August 2021

plan will then be developed based on your observed delivery and aspirations for the future. The paperwork used by your assessor will be sent back to you electronically. For further questions, please contact us via email education@sportstructures.com