**Trial use of remote video to make assessment decisions**

The video recording could be completed by an Internal Verifier, the candidate’s colleague, manager or supervisor acting as a Work Based Recorder (WBR). To ensure the key tasks are captured the Centre must provide the WBR with clear guidance on what has to be recorded and each step clearly signposted. The example video log below could be used-the task description could be standardised and pre-populated.

* The first video recording **of each job** should open with the candidate introducing themselves, location and date, explaining briefly what tasks they were going to be completing. The WBR should also introduce themselves to the camera explaining their name and relationship with the candidate.
* The WBR must ensure that any essential parts of the task are clearly visible and not obscured by the candidate. **Video clips should be relatively short, but long enough to give a true reflection of the candidate’s performance**. Ideally these should be between 1 and 3 minutes each, but some tasks, e.g. hoovering broken glass may only require a short clip.
* **The evidence is much stronger if the candidate can give a brief explanation/commentary about what he/she is doing**. This will help the Assessor and to some extent replace the oral questions that would be asked if the Assessor was present.
* **Prior to stopping recording the WBR must explain that the stage is complete and that the video recording is about to stop**-this prevents any suspicions that may arise about editing when a sudden stop occurs. A video log (see page 3 onwards for an example) must be completed.
* The WBR is responsible for checking that all key stages are recorded and that the candidate can be clearly identified at all times.

On completion the video recordings must be made available to the Assessor as soon as practical.

The Assessor will then review the videos against the qualification standards and cross reference the video clips against the units and Learning Outcomes. The video log must be completed showing timings where each task can be found and a brief comment about the task explaining what has been observed and why it meets the criteria. Any queries or inconsistencies must be identified and where appropriate covered by a discussion or Q&A session with the candidate. The video log example has room for a few questions, feel free to expand the number of questions, it is also good practice to audio or video record the Q&A session to add to the validity.

The remote video evidence along with all other evidence will be used to provide an auditable record of competence and knowledge to justify the assessment decisions.

Below is an example video log, as you will see it is for use in Automotive Glazing as that was the first sector to use this assessment method but could quite easily be adapted to suit other occupational roles/qualifications.

**Video log example**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Candidate**  | **Job**  | **Location**  | **Date**  | **Vehicle**  | **WBR** |
| **Bob Jones** | **Windscreen repair**  | **McDonalds Leicester**  | **01/12/16** | **VW Passat MJ66 RVO**  | **Madie Shale** |
| Clip number  | Duration  | Brief description of task  | Assessor comment  |
| 1 | 1:30 | Introductions –candidate and WBR  |  |
| 2 | 3:00 | Pre inspection and comms with customer  |  |
| 3 | 2:30 | Preparing the vehicle and repair kit  |  |
| 4 | 3:00 | Repair process  |  |
| 5 | 1:00 | Curing using UV light  |  |
| 6 | 1:30 | Finish and cleaning  |  |
| 7 | 1:30 | Completion and handover to customer  |  |
| Verbal questions asked by the Assessor as a result of reviewing the video |
| Q |  | A |  |
| Q |  | A |  |
| Q |  | A |  |
| Q |  | A |  |
| Q |  | A |  |
| Assessor name and signature  |  | Date  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Candidate** | **Job**  | **Location**  | **Date**  | **Vehicle**  | **WBR** |
| **Bob Jones** | **Door glass**  | **Leicester Branch** | **01/12/16** | **Nissan Juke YS63 RVU**  | **Madie Shale** |
| Clip number  | Duration  | Brief description of task  | Assessor comment  |
| 1 | 1:30 | Introductions –candidate and WBR  |  |
| 2 | 2:05 | Pre inspection and comms with customer  |  |
| 3 | 2:15 | Preparing the vehicle  |  |
| 4 | 3:00 | Strip down  |  |
| 5 | 1:00 | Storing removed parts  |  |
| 6 | 0:30 | Removing broken glass  |  |
| 7 | 1:30 | Fitting new glass  |  |
| 8 | 1:45 | Rebuild  |  |
| 9 | 0:30 | Checking operation  |  |
| 10 | 1:00 | Clean up  |  |
| 11 | 1:30 | Completion and handover to customer  |  |
| Verbal questions asked by the Assessor as a result of reviewing the video |
| Q |  | A |  |
| Q |  | A |  |
| Q |  | A |  |
| Q |  | A |  |
| Assessor name and signature  |  | Date  |  |
| **Candidate**  | **Job**  | **Location**  | **Date**  | **Vehicle**  | **WBR** |
| **Bob Jones** | **Windscreen**  | **High St Owsby** | **01/12/16** | **Ford Focus RT63 RAC**  | **Madie Shale** |
| Clip number  | Duration  | Brief description of task  | Assessor comment  |
| 1 | 1:30 | Introductions –candidate and WBR  |  |
| 2 | 2:00 | Pre inspection and comms with customer  |  |
| 3 | 2:00 | Checking and priming glass |  |
| 4 | 2:15 | Preparing the vehicle  |  |
| 5 | 2:30 | Removing windscreen  |  |
| 6 | 1:00 | Cutting back  |  |
| 7 | 1:45 | Cleaning and priming aperture  |  |
| 8 | 1:00 | Applying urethane  |  |
| 9 | 1:00 | Lil Buddy set up (if used)  |  |
| 10 | 1:00 | Lift in  |  |
| 11 | 1:30 | Rebuild and post checks (inc. wiper operation)  |  |
| 12 | 1:35 | Completion and handover to customer |  |
| Verbal questions asked by the Assessor as a result of reviewing the video |
| Q |  | A |  |
| Q |  | A |  |
| Q |  | A |  |
| Q |  | A |  |
| Assessor name and signature  |  | Date  |  |

**Any additional information/comments**

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