



BWYQ Remote Assessment Policy

BWYQ recognise that when there is a broad geographic spread of learners, remote assessment -- also known as distance assessment -- may on occasion be considered during the delivery of BWYQ qualifications.

This policy is intended for Centre and BWYQ staff, and sets out guidelines for using remote assessment. It should be read alongside other assessment guidelines and procedure documents, including BWYQ 005 Qualifications Delivery Manual, BWYQ 007 Recognised Centre Handbook and BWYQ028 Centre Assessment Standards Scrutiny (CASS) Strategy.

It is important that everyone involved in the delivery of BWYQ qualifications are fully aware of the contents of this policy and its possible implications.

Review Arrangements

BWYQ reviews policies annually as part of the Awarding Organisation self-evaluation arrangements, and revise as necessary. This is in response to feedback, trends in internal monitoring arrangements, changes in practice, actions from the regulatory authorities or external agencies or changes in legislation.

If you have any comments or feedback please contact us via the details at the end of this policy.

What is Remote Assessment?

BWYQ define remote assessment as non-written assessments that take place synchronously or asynchronously where the learner and assessor are in different locations. Examples of a synchronous remote assessment would be observing a 'live stream', of a learner's 'assessed class teaching' (ACT) or an oral assessment conducted using web conferencing technology such as Zoom or Microsoft Teams. An example of an asynchronous remote assessment would be a video recording that had been produced on the date/time of the 'class teaching' that is viewed and assessed at a later time/date.

Remote assessment in this context **is not** summative assessment of written work submitted electronically.

Assessment Standards

It is important that remote assessment meets the same assessment standards as all other assessments; it needs to be valid, authentic, reliable, current, sufficient and also secure and fair. No learner should be unfairly advantaged or disadvantaged through the use, or not, of remote assessment.

In the General Conditions of Recognition (2020) Ofqual state that;

G8.1 An awarding organisation must take all reasonable steps to ensure that, in relation to qualifications which it makes available –

- 1. (a) evidence generated by a Learner in an assessment is generated by that Learner (or includes evidence generated by that Learner as a contribution to group work), and*
- 2. (b) where an assessment is required to be completed under specified conditions, Learners complete the assessment under those conditions (other than where any Reasonable Adjustments or Special Consideration require alternative conditions).*

In other words, that the criteria applied to a remote assessment, other than the technology aspects, is comparable to an in-person assessment.

When is Remote Assessment Applicable?

For observed 'assessed class teaching', the ideal arrangement is for the tutor-assessor or suitable peripatetic assessor to be physically on site to observe and assess the class teaching in person. However, BWYQ recognises that there are occasions when it may be necessary to record or electronically transmit the session so that it can be assessed remotely. Remote assessment should only be used when either the learner and/or the assessor cannot reasonably attend the assessment in person due to geographic distance or some other mitigating factor.

Applying to be Assessed using Remote Assessment

If a learner has to be assessed remotely then the Centre should forward a remote assessment application form (Appendix A) which will need to be completed by the learner with approval signed by the tutor-assessor and the IQA or QAO before submission to the BWYQ Operations Coordinator. This must be signed by all parties before the remote assessment can take place.

Guidelines for Completing Remote Assessment

A digitally recorded assessment should not be considered a second-rate alternative to an in-person assessment.

It requires appropriate equipment and resources to ensure that the evidence is sufficient and of a quality that can be assessed robustly. Requirements, such as sufficient bandwidth or technology specifications must be clearly laid out by the Centre to prevent the risk of malpractice or maladministration in the assessment process. Equally, advice and support should be available to help the learner meet these requirements.

If a remote assessment is being 'live-streamed' (i.e. is happening synchronously), a back-up recording is required, which can be used by the assessor if the 'live' connection is interrupted or lost. This can also be viewed for quality assurance purposes and to ensure that the learner has not been unfairly disadvantaged. If the recording does not meet the sufficiency requirements, the assessment will need to be re-done. As with all summative assessments of practical performance that are being remotely assessed, the video recording of the 'live-streamed' class must be kept on file at the Centre for three years and made available to BWYQ upon request for external verification purposes.

The recording/stream should be of sufficient quality for the assessor to be able to assess without ambiguity, with the learner clearly visible and audible throughout. During a remote ACT the assessor will also need to see and hear the students in the class. It may be the case that two cameras are needed to ensure this.

All recordings should contain a digital date and time stamp.

Any recording of an ACT should contain the entire lesson and show no evidence of being edited.

The learner must obtain written consent (Appendix B) from all those being filmed and send this along with the recording. Clear, unambiguous verbal consent with the participant saying his/her name at the beginning of the recording may be used in place of written consent. Where verbal consent is used the recording must also include the student teacher reading aloud the consent statement immediately before the verbal consent of participants.

Transmission and Movement of Remote Assessment

In order to ensure appropriate access and security, remote assessments (recordings and 'live streams') should be transmitted securely using password protection and/or data encryption. Unsecured public platforms should not be used.

The format being used, be it a video file or a streaming platform, must be one that can be accessed by the assessor using reasonable levels of technology and competence.

If a remote assessment is sent to an assessor through the post, for example on a DVD or password protected removable device, then recorded delivery should be used and a back-up copy retained by the learner.

Once the Assessor has completed their assessment they should send the recording to the Centre for storage. In the case of live streaming, the Centre will store the copy that is made. The Centre needs to keep the securely stored recording on file for three years after the end of the course in case of an audit or questions from the regulatory authority. Video evidence which includes children or vulnerable adults can be destroyed after the certificate for the qualification has been issued, but a written statement from the EQA, attesting to how the recording met the validity and sufficiency of the assessment in line with this Policy will need to be kept on file at the Centre for three years.

Copies of all remote summative assessment should be made available to BWYQ upon request for external verification purposes.

Contact Us

If you've any queries about the contents of the policy, please contact:

bwyqcoordinator@gmail.com

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Document History

Date	Author	Action
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October 2019	BWYQ Trustees	Approved
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December 2020	BWYQ Operations Coordinator	Reviewed and revised
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May 2021	BWYQ Operations Coordinator	Reviewed and revised
June 2021	BWYQ Trustees	Approved

**Application for Remote Assessment
to fulfil the requirements of a BWYQ Regulated Qualification**

Learner Name		BWY Membership Number
Application for the remote assessment of (assignment)		
For the course (course number)		
Reason(s) why remote assessment is necessary		
The method planned for securely transmitting the evidence to be assessed and stored by the Centre is:		
I confirm I have read the BWYQ Remote Assessment Policy and understand the requirements for remote assessment.		
Learner Signature		Date
I approve the Learner's application to have the assessment conducted in accordance with the BWYQ Remote Assessment Policy (BWYQ Operations Coordinator to be the final approval signature)		
Tutor-Assessor Name	Tutor-Assessor Signature	Date
Centre's Quality Assurance Officer or IQA Name	Quality Assurance Officer or IQA Signature	Date
BWYQ Operations Coordinator Name	BWYQ Operations Coordinator Signature	Date

This Consent Form does not need to be completed if clear, unambiguous verbal consent with the participant at the beginning of the recording is used in place of written consent. Where verbal consent is used the recording must also include the student teacher or assessor reading aloud the consent statement immediately before the verbal consent of participants.

Consent statement: I consent to the processing of this recording for Internal and External Quality Assurance purposes. I also agree to the Centre's storage of the recording for three years after the end of the course in case of a quality assurance audit or regulatory body question.

INFORMATION AND CONSENT TO BE IN RECORDING OF 'ASSESSED CLASS TEACHING'

Part 1 - Information

This form is to obtain consent from individuals participating in the Student Teacher's recording of the 'Assessed Class Teaching' for the British Wheel of Yoga Qualifications Diploma or Certificate. The recording will be used by the Training Centre's Assessor to remotely assess the Student Teacher's teaching against the Learning Outcomes and Assessment Criteria of the BWYQ qualification. The recording will be securely stored by the Training Centre and may be viewed during Internal and External Quality Assurance (IQA and EQA). The Training Centre needs to keep the securely stored recording on file for three years after the end of the course in case of an audit or questions from the regulatory authority. Video evidence which includes children or vulnerable adults can be destroyed after the certificate for the qualification has been issued, but a written statement from the EQA, attesting to how the recording met the validity and sufficiency of the assessment will need to be kept on file at the Centre.

Part 2 - should be completed and signed by the Student Teacher.

Part 3 - should be completed and signed by each individual who is participating in the Student Teacher's recorded version of the 'Assessed Class Teaching'.

Part 2: Student Teacher – Please complete the sections below. Any recording, or any other information you collect, should not be used for any purpose other than that described in Part 1.

Name of Class/Venue			
Student Teacher			
Training Centre			
Email		Phone	
Consent is requested from the date in Part 3 of this form through the 3 year storage period that is required <i>after</i> the Course End Date		Course End Date	

Part 3: Student in the class - I can confirm that the above-mentioned Student Teacher in training for the British Wheel of Yoga Qualification has provided me with the information in Part 1 above. The information outlines the reason for making the recording, how it will be used and how it will be stored. In accordance with Article 6(1)(a) and Article 9(2)(a) of the General Data Protection Regulations, I consent to the Training Centre's processing of the recording for the purposes described. I also agree to their storage of the recording and my contact details in case they need to contact me.

Please tick here to confirm	<input type="checkbox"/>	If applicable, I also consent to my name being shown with the recording [delete if N/A]	<input type="checkbox"/>
Name of individual in the recording of the 'Assessed Class Teaching'			
Name of signatory if different			
Email Address or phone number			
Signed			Date

Please tick here to confirm	<input type="checkbox"/>	If applicable, I also consent to my name being shown with the recording [delete if N/A]	<input type="checkbox"/>
Name of individual in the recording of the 'Assessed Class Teaching'			
Name of signatory if different			
Email Address or phone number			
Signed			Date

Please tick here to confirm	<input type="checkbox"/>	If applicable, I also consent to my name being shown with the recording [delete if N/A]	<input type="checkbox"/>
Name of individual in the recording of the 'Assessed Class Teaching'			
Name of signatory if different			
Email Address or phone number			
Signed			Date

Please tick here to confirm	<input type="checkbox"/>	If applicable, I also consent to my name being shown with the recording [delete if N/A]	<input type="checkbox"/>
Name of individual in the recording of the 'Assessed Class Teaching'			
Name of signatory if different			
Email Address or phone number			

Signed		Date	
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