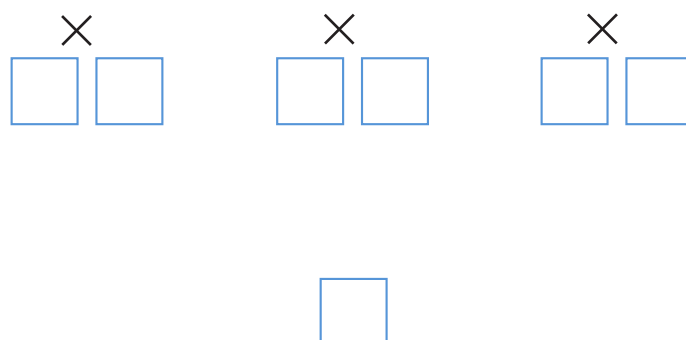


Guidance for Remote Practical Assessment

NB: Remote video assessments are required to comply with relevant Government guidance. It is the responsibility of the candidate to ensure that any video assessment adheres with guidance of the time, i.e may include one or more of the following;

- Social distancing to be maintained throughout the session
- Wearing of masks when not exercising
- Hand washing/sanitising in place (available in the venue)
- No sharing of equipment (resistance bands, mats or chairs)
- Instructors still to move/change teaching positions to manage directional changes/ demo's
- No contact with participant's – social distancing to be maintained and verbal cues/ prompts used
- Recommended chair layout as follows, participants remain within the distance of their 2 chairs



1. Introduction

- This guidance is for candidates who have been unsuccessful (referred) their practical skills assessment or, due to circumstances discussed prior to course booking, a remote assessment option has been agreed between hosts/candidates and LLT.
- This guidance aims to ensure all those involved in a remotely assessed observation are informed and prepared for the remote assessment.
- It is important that standards are upheld and the assessment process remains fair and equitable, LLTs Fair Assessment and Appeals Procedure applies to face to face and remotely observed assessments.
- Should recorded assessments not meet the required standards of validity, authenticity and reliability as required of all LLT assessment methods, the assessment may be deemed insufficient and candidates will be asked to rerecord the assessment.

- A face-to-face assessment remains the preferred approach where possible and this remote procedure is primarily available for re-sit options (where candidates have become familiar with the assessment requirements) in order to support a more timely re-sit opportunity; LLT acknowledge that it may be appropriate and necessary for candidates to be observed remotely allowing for greater flexibility, reduced time from work and associated travel costs etc. In undertaking a remotely observed assessment, all usual elements of the assessment process/format remain the same (see 'candidate assessment instructions booklet').

2. Planning for a remote assessment

- 2.1. Assessment participants: *candidates will need to provide THREE peers/colleagues as 'role play participants'; in addition, usual equipment pertinent to the assessment is to be provided. Older people **must not be used in an assessment situation.***
- 2.2. Equipment: *the PSI assessment requires; chairs, resistance bands, mats. NB no equipment to be shared at this time (May 2021). Participants for the assessment must provide their own personal equipment.*

3. Process for remotely observed recorded re-sit assessment

- 3.1. If you wish to proceed with a remote assessment or re-sit **contact Louise at info@laterlifetraining.co.uk** in the first instance.
- 3.2. Requests for remote FIRST assessments (not re-sit) should contact LLT prior to course booking.
- 3.3. The assessor will contact the candidate at an agreed time in the days prior to the assessment to ensure clarity about the requirements/order and content of exercises (the assessor would have received your session plan prior to this call and will directly inform the content of your practical assessment).
- 3.4. Assessment decisions will be given in an appropriate manner and within an appropriate and agreed timescale.

4. Recorded Assessments General Guidance

- 4.1. Candidates are requested to perform lighting, sound, and environment checks prior to recording their assessment for submission to LLT.
- 4.2. Permission must be sought from all participants and ensure they are aware that the assessment is being recorded/observed for assessment purposes. Verbal consents to be obtained on camera prior to commencement of the assessment or written consents received in advance.
- 4.3. A designated person must remain with the recording device/s at all times and should remain silent at all times once the assessment has started. Please note that the recording must be presented as ONE continuous recording, no stops or edits.
- 4.4. The candidate and participants must remain in camera shot at all times, allowing the assessor to see the teaching in action, participating and communicating with

the group at all times. The candidate must be heard at all times.

- 4.5. Once you have recorded your assessment, watch and listen to the entire recording to ensure all guidelines and assessment criteria have been met.
- 4.6. Candidates are to teach as per their session plan and as per the assessor briefing held the day before the assessment (by 'phone/skype).
- 4.7. The audio and visual portions of the recording must be synchronised to enable authentication of the audio information relayed during assessment.
- 4.8. The recording must contain footage of the candidates' entire session as per instructed in the summative assessment pack/candidate assessment pack and assessment briefing.
- 4.9. Assessment decisions will be provided as written feedback emails after the assessment, and will be time-coded, demonstrating (if referred) at what point in the recording the candidate did not achieve the criteria.

5. Minimum standards for recorded evidence

5.1. Accepted formats:

- MP4 or MPEG-4
- AVI
- MOV
- M4V
- WMV
- Must be shot in the highest possible quality, preferably either 720p HD (1280 x 720 camera setting) or 1080p HD (1920 x 1080 camera setting).

- 5.2. Recordings to be uploaded to *Dropbox* or *WeTransfer* or similar as agreed with LLT.
- 5.3. Photographic ID must be provided with any recording to allow for authentication of the candidate's identity.
- 5.4. All recordings must be continuous and there must be no evidence of stopping, starting or editing of an observed assessment.
- 5.5. Candidates are to teach as per their session plan and as per the assessor briefing held the day before the assessment (by 'phone/skype). During the assessment briefing, the assessor will ensure the candidate understands all of the elements to be taught.
- 5.6. The audio and visual portions of the recording must be synchronised to enable authentication of the audio information relayed during assessment.
- 5.7. All assessment criteria must be met in accordance with the published observation checklist.
- 5.8. The recording must contain footage of the candidate's entire session as per instructed in the summative assessment pack/candidate assessment pack and

assessment briefing.

6. Reasons for recorded assessment rejections

- 6.1.** Where authentication evidence (photographic ID) is not provided.
- 6.2.** Any evidence of pausing or editing during an assessment.
- 6.3.** The candidate or participants are out of camera shot.
- 6.4.** It is not possible to hear the candidate clearly.
- 6.5.** In the event of a refer decision, clear written feedback and the opportunity to discuss the decisions and feedback with the assessor will be offered. Also read LLTs Fair Assessment and Appeals Procedure.

END.