

GA Guidance on Video Recording of Assessments and Examinations – Arrangements for Cultural/Religious Objections

The delivery of some controlled examinations or assessments require a video recording be made. GA is aware that some candidates may have cultural or religious reasons for not wanting to show their face on camera, particularly if the video may be seen by a person of another gender.

GA is keen to ensure that no candidate is disadvantaged due to their cultural or religious beliefs; however, where applicable, it is also necessary to ensure that all candidates are subject to the same level of scrutiny in respect of confirming their identification. For this reason, GA have put the following arrangements in place with respect to examinations and assessments for qualifications which may require centres to make video recordings:

- **ALL** candidates must show their full face to the video camera at least once during the examination or assessment, preferably at the start of the examination or assessment.
- Once their face has been shown, the candidate can resume the video wearing any form of face covering they feel comfortable in or is required by their religious or cultural beliefs.
- The video must **NOT** be stopped during any part of the examination or assessment after it has begun so that it can be confirmed that the person who showed their face to the camera is the person who sat the examination or assessment.
- The candidate must still take the examination or assessment in such a position where their hands can be seen in front of them and their head and upper body is in the frame – recordings of the back of the candidate are not acceptable.
- The Interlocutor / Invigilator (or Assessor, if applicable) should then ensure that it is noted on the *Examination Report Form* that a candidate does not wish for their face to be shown to a member of another gender.
- GA can guarantee that the video is not viewed by any person of another gender for marking or moderation purposes within GA.
- All Candidates must be aware that any video recording may be shared with the Regulator and/or other Government-appointed agencies, should it be requested. Whilst every effort will be made to ensure that the candidate's requirements are adhered to, GA cannot be held responsible for other agencies' policies or procedures in such matters.
- If a candidate is not prepared to have their examination or assessment video recorded in this way, it can be arranged for a member of GA staff of an appropriate gender to be physically present at the examination or assessment session. The candidate will be required to show their face to this member of staff in order to verify their identity. The rest of the examination or assessment will be recorded as normal. In order to facilitate this, additional fees would be applicable of up to £350 per day plus travel expenses.
- If a candidate refuses all of the above, they will **NOT** be allowed to sit the GA examination or assessment.

A statement to be provided to candidates has been included below for centres to use in the event that a candidate objects to video recording on the grounds that it is contrary to their religious or cultural beliefs.

Notice to Candidates – Video Recording

Please be advised that:

- In order to confirm your identity, your GA assessment / examination will be video recorded by the centre staff.
- You will be requested to show your full face to the camera at least once during the examination. This is so that GA can confirm that you are the person shown on your ID documents.

If you have any particular cultural or religious reason for not wanting a person of the opposite gender to view your video, please ask the centre to tell GA by using the Examination Report Form.

This will enable GA to make sure that the video will only be viewed by a person of the same gender.

In line with the *GA Candidate Access Policy* and Data Protection legislation, GA would like to assure you that your privacy is fully protected. As such, once it is submitted by the centre to GA the video recording of your examination will not be shared with anyone other than GA staff (and if necessary, to any government appointed authority such as UK Visa & Immigration, the Regulator(s), or the police, should they request it) without your express permission. In cases where a video is provided to a government authority, GA will also pass on your request regarding the gender of any viewers; however, their compliance cannot be guaranteed by GA.

If you refuse to show your face to the camera, you will not be allowed to take the examination or assessment with centre staff. In order to ensure we can confirm your identity without a video, GA staff will have to observe your examination. This means that you may have additional fees to pay.

Please refer to our website, email us info@gatehouseawards.org or ask centre staff if you need any more information about the examination or assessment process.