**Remote ACT Guidelines for Student Teachers**

You are welcome to wait for a while to see if you can do your ACT in person but it is hard to know when the current restrictions will be lifted so you may prefer to get organised for doing a remote assessment.

* To remotely assess an ACT we must apply for permission using the **‘Remote Assessment Application Form’** which is to be found at the end of the Remote Assessment Policy. Once you have signed it return it to me to be signed, then I will send it off to be officially agreed. You will need to wait for the official go-ahead before choosing a date for your ACT. (This process is needed so that we can all be sure that our assessments will be acceptable to Ofqual.)
* The ACT must take place on a **secure, private platform such as Zoom**. **It must be recorded**, and do note that audio recording is not sufficient, it must be visual.
* You will need to get your **lesson plan to me at least two weeks prior to the ACT** and to do this please **see the ACT Lesson plan guidelines** showing what you will need to incorporate within your teaching. For ACT2 the lesson plan must be for 90 minutes, although 75 minutes is possible if absolutely necessary.
* **Ideally there are 6 participants, but a minimum of 2 is** possible if absolutely necessary. There are some different possibilities for recording the session as listed below but note it must be **one continuous recording**:
  + If the ACT students are in your home i.e. family members etc., then the DCT can be the one who is recording the ACT to enable the student teacher to focus upon teaching rather than technical setup.
  + You can set up the ACT using Zoom etc. and invite the DCT as a participant along with the students, and the student teacher must ensure that the ACT is being recorded.
  + I can set up a meeting on Zoom and invite all of the participants including yourself and the participants, which may work well if the participants are peers and/or you do not a platform which can used for longer than 45 minutes etc.

We will need to briefly discuss the way that you would prefer the recording to be made.

With regards to conditions present, students must have **completed the usual health questionnaire** and ideally for the class/recording **you will state that everyone has let you know of any conditions present,** including any updates for the day of teaching. Indeed, it is helpful to email students just prior to the ACT to ask if there are any health updates which could be done when sending the invitation by asking them to let you know by email.

**You must start the recording of the ACT by stating your name and membership number.**

* **You must gain consent for students to be filmed,** so prior to the start of the recording, the student teacher being assessed or the assessing tutor will ask the following:

“Can I ask for your consent for this ‘Assessed Class Teaching’ to be recorded for the British Wheel of Yoga Qualifications Diploma/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 verification. The Training Centre will keep the securely stored recording on file for three years after the end of the course in case any regulatory authority questions come up about the course.

Can I also ask for consent to store your contact details.”

Each class attendee replies

I,  Zoe Knott, give consent as requested.”

* **With regards to GDPR concerns about children** inadvertently appearing in the recording of an ACT then generally speaking the ACT should be postponed until there is no chance of this occurring. However, if on the day unexpectedly this happens a child aged 13 or over can give consent/decide not to give consent for their data to be processed (and we will have to review our consent statement to make sure it is phrased in a way that is clear).  For children under 13 then consent can be given, or not, by those who hold parental authority for them.
* **If you feel anxiety regarding being remotely assessed** then there is absolutely no hurry to do your ACT remotely as we have until September to get these done, and if necessary, the possibility of asking for special considerations for an extension would be possible at the end of the course.

**So, in summary:**

**Arranging the ACT**

**1. Complete the application for remote assessment and return to me**

**2. Once the application is agreed set a date for the ACT with me**

**3. Decide upon your students and send them a health questionnaire if this has not been done already and ask them to let you know by email if anything has changed just before the ACT**

**4. Decide on which platform you will teach the class and who will record it, let me know and we can try it out beforehand if necessary**

**At the start of the ACT**

**1. Make sure that sound and lighting is okay and everyone can easily be seen, asking students to move position if needed**

**2. Start the recording**

**3. State your name and membership number**

**4. State that you are fully aware of all conditions and students have let you know of any recent changes**

**5. State why the ACT is being recorded for GDPR and ask each student to state that they agree (could have done this prior to the class using the form at the end of the Remote Assessment Policy instead)**

**During the ACT**

**1. Avoid the use of the music as it often distorts the sound**

**2. You can ask that all students keep their audio muted to avoid background noise and that they can wave if they need to ask you a question so you can unmute them**

**3. Do ask a student to move position if you find that you cannot easily see them at any point**

**4. Keep calm and pace yourself, and remember that small deviations from the lesson plan are okay as long as you have a good rationale for doing so.**

**After the ACT**

**1. You can thank your students and allow them to leave the meeting**

**2. The recording can be stopped**

**3. We can then have a short discussion**

**4. A copy of the recording will need to be kept by you and myself**

**5. I will make a copy available for our IQA and Central Office if they request it.**

**6. You will receive your usual Assessment Front Sheet**