RECORDING VIDEOS FOR EDUCATIONAL PURPOSES POLICY

Policy Owner: Head Office
Applies to: Teachers, centres, learners, examiners and any individuals creating video content for I-PATH
Review Cycle: Annual or following regulatory or operational change
Last updated: 8th February 2026

1. Purpose

This policy sets out the requirements for the recording, submission, storage and use of video recordings created for educational purposes within International Performing Arts & Theatre Limited (I-PATH).

It ensures that:

- video recordings are of a standard suitable for educational and assessment-related use
- learner safeguarding, privacy and dignity are protected
- assessment integrity and authenticity are maintained
- data protection and cyber security obligations are met
- arrangements align with Ofqual expectations via the awarding organisation

2. Scope

This policy applies to video recordings created for:

- educational and training resources
- demonstration and exemplar materials
- internal standardisation and moderation
- recorded video examinations (RVE), where applicable
- submission of assessment evidence where permitted

It applies to both regulated and unregulated qualifications and awards.

3. Key Principles

All video recordings must be:

- **authentic** - accurately representing the learner(s) and activity recorded
- **fit for purpose** - suitable for the intended educational or assessment use
- **professionally presented** - clear, stable and free from avoidable distractions
- **secure and compliant** - recorded, transferred and stored in line with data protection and cyber security requirements

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4. Safeguarding and Consent

4.1 Consent

- Written consent must be obtained from:
  - parents or carers where learners are under 18, or
  - learners aged 18 or over
- Consent must explicitly cover:
  - recording
  - submission to I-PATH
  - use for educational, training, assessment and quality assurance purposes

4.2 Safeguarding

- Recordings must take place in appropriate, safe environments
- Only individuals necessary to the activity should appear on camera
- No identifying personal information should be spoken or displayed on video
- Any safeguarding concern arising during recording must be reported immediately in line with the Safeguarding Policy

5. Use of Video in Assessment Contexts

5.1 Recorded Video Examinations (RVE)

Where video recordings are used for assessment purposes:

- recordings must reflect a single, continuous performance or task as required
- editing, manipulation or enhancement of performance is prohibited
- AI-generated content, deep fakes, filters or digital alteration are strictly prohibited
- recordings must comply with the Assessment Policy and Academic Integrity Policy

5.2 Authenticity

I-PATH reserves the right to:

- request confirmation of authenticity
- investigate recordings under the Malpractice and Maladministration Policy where concerns arise

6. Technical and Presentation Requirements

6.1 Lighting and Sound

- Recordings must be made in a well-lit environment
- Artificial lighting may be used to improve clarity
- Audio must be clear, with music at a level that does not distort sound or obscure instructions

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6.2 Camera Positioning

- Cameras must be mounted securely (e.g. tripod or stand)
- Handheld recording is not permitted
- The full body and movement must be visible where relevant
- Camera placement must allow clear observation of technique, alignment and performance

6.3 Structure of Recordings

- Each exercise or task must be recorded as a separate video, unless otherwise specified
- Prior to commencement, the teacher must clearly state:
    - I-PATH
    - grade or level
    - discipline
    - exercise or task title

7. Environment and Studio Requirements

- The recording space must be clean, safe and free from hazards
- Unnecessary items (bags, clothing, equipment) must be removed from view
- Background distractions should be minimised
- Noise from outside the space should be controlled where possible

8. Learner Presentation

- Only the learner(s) being recorded should appear on camera
- Learners must be appropriately and consistently dressed
- Hair and presentation should be neat and suitable for the discipline
- Learners should begin and end recordings in a still, professional manner

9. Submission and Transfer of Recordings

- Videos must be submitted via secure methods approved by I-PATH
- Files must not be shared on public platforms unless explicitly authorised
- Submission instructions will be issued by Head Office

10. Storage, Retention and Use

I-PATH:

- stores video recordings securely
- restricts access to authorised personnel only
- retains recordings only for as long as necessary for their intended purpose
- uses recordings solely for educational, assessment, moderation or quality assurance purposes

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Recordings may be used internally for training and standardisation but will not be published publicly without explicit consent.

11. Data Protection and Cyber Security

All video recordings are treated as personal data and managed in line with:

- data protection legislation
- the Data Protection Policy
- the Cyber Security Policy

12. Breaches and Non-Compliance

Failure to comply with this policy may result in:

- rejection of submitted recordings
- delays to assessment or moderation
- investigation under the Malpractice and Maladministration Policy
- withdrawal of approval to submit video evidence

13. Review and Continuous Improvement

This policy is reviewed annually and updated in response to:

- regulatory or awarding organisation requirements
- changes in technology or assessment practice
- safeguarding or data protection developments

14. Contact

All queries relating to this policy should be directed to: info@i-path.org

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