

## 1. Purpose and Scope

This policy defines the; purpose, scope, access, and retention terms relating to all recordings obtained by the APA throughout the ACP assessment processes across the Physiotherapy Career Pathway. The process of recording assessments has been implemented to ensure the successful delivery of assessments. This policy will apply to all persons ('recorded person') involved in the assessments.

This policy will be in line with all relevant APA policies and is subject to the governing Australian State/Territory and Federal Laws.

## 2. Definitions

APA	Australian Physiotherapy Association
ACP	Australian College of Physiotherapists
Recorded Person	Any person who is recorded in the process of partaking in an APA/ACP assessment. This excludes those recorded who are not directly involved in the assessment.
Recording	The recording refers to all audio, video, and digital recordings, regardless of medium, obtained throughout the duration of APA/ACP assessment processes.
ACP Assessments	The APA/ACP assessment processes include the following activities which is inclusive of, but not limited to, all APA/ACP milestones overseen by the ACP (Milestone 3 – Titling, and Milestone 4 – Fellowship by Specialisation or Original Contribution.) The assessments include: <ul style="list-style-type: none"> <li>• Examinations</li> <li>• Any other recorded assessments, interviews, meetings, or events connected to the above processes.</li> </ul> The APA/ACP Assessment processes can be understood as the APA/ACP purpose.
APA/ACP Purpose	The APA/ACP purpose refers to APA/ACP business or administration, including all processes referred to above. In relation to assessment this means the facilitation of assessment and evaluation procedures
APA/ACP Representative	Refers to APA/ACP members or staff (excluding the assessors - listed below) who are involved in a specific assessment process delivery or approval. This includes any person from APA/ACP who is an observer.
Assessor	Refers to the individual/s responsible for the outcome of a specific assessment
Examiner	Refers to the individual/s responsible for the outcome of a specific assessment
Candidate	Refers to the individual being assessed in Titling, Milestone 3
Registrar/Candidate	Refers to the individual being assessed in Specialisation, Milestone 4
Milestone 3	Titling - Credential
Milestone 4	Specialisation Training Program
Patient/Client	Any person or client that is involved in the assessment process and includes parents of minors and relevant others in attendance to support the patient/client.

## 3. Policy

- This policy applies to all people who will be recorded (i.e., a 'recorded person') whilst participating in any 'ACP assessment process.' All recordings will be taken to ensure the effective delivery of the specific ACP assessment. The assessment/s will be carried

out in accordance with the relevant ACP applicant/candidate assessment guide, where applicable. All data will be retained for the minimum time to fulfil the ACP purpose in conjunction with the APA Privacy Procedures Policy. The APA/ACP's Privacy Procedures Policy may be accessed through the APA/ACP website.

- The recording will be solely for use by ACP.
- All recordings will be treated as confidential and held in compliance with this policy and the APA/ACP Privacy Procedures Policy. In the event of any inconsistency with the APA/ACP Privacy Policy (or any other APA/ACP policy), the provisions of this policy will prevail. No recording will be shared with any person outside of those permitted under this policy.
- APA/ACP appreciates the importance of ensuring that all materials supplied are treated in a manner that respects the rights of all individuals (including examiners and candidates) and which meets the requirements of all relevant privacy and related legislation.
- Accordingly, appropriate consent for the recording will be obtained from all participants involved in the conduct of examination/assessment (candidates, examiners, patients/clients, and others identified).
- Recordings of all assessments will be destroyed/deleted from APA/ACP files, following ratification of examination/assessment results.
- Access to recordings of examinations will not be available to Registrars and or Candidates other than as expressly stated in this document or as required through relevant legislation.

## 4. Purpose of Recordings

The use of the recording is to assist in ensuring the effective delivery of APA/ACP assessments.

The recordings may be utilised by APA/ACP members and staff for the purposes of:

- Evidencing the assessment and allowing APA/ACP assessors to reach an outcome after the assessment has concluded, should there be technical difficulties during the conduct of the assessment.
- Record of the assessment to assist with reporting or to confirm or clarify the decision.
- Ratification of examination results.

Access to or viewing of recordings will not be granted other than as approved in this policy and not where an individual or body is merely dissatisfied with the assessment outcome. The recording cannot be used by a Candidate/Registrar to support an application for appeal.

## 5. Access

Access to the recordings will be subject to the following criteria:

Candidate/Registrar: The Candidate/Registrar will not have access to the live streamed recording, except as explicitly specified by this policy.

**Assessor/Examiner:** The Assessor/Examiner will have access to the recording where it is required for clarification of the assessment, feedback to a candidate, or for documentation purposes or other purposes set out in this policy. They will have access until the APA/ACP purpose is fulfilled.

**APA/ACP Representatives:** APA/ACP Representatives will have access to the recording where it is required for clarification of the assessment or reporting purposes or other purposes set out in this policy. They will have access until the APA/ACP purpose is fulfilled.

For all relevant purposes, where appropriate, and as much as reasonably practicable, the recording will be de-identified to protect the identity of those involved.

## 6. Permitted Use of Recordings

### 6.1 For Clarification and Report Purposes

Live streamed recordings may be used by the APA/ACP to ratify examination results, evidence assessment proceedings if there is a significant technical issue, unexpected incident or illness, or complaint in relation to process and clarification is required.

Access for this purpose is strictly limited to the APA/ACP.

### 6.2 Use of recordings in Milestone 3, Titling examination

Recorded assessments in titling examinations are held by the candidate and a link to the recording is shared by the Candidate with the ACP. The link is subsequently shared with the Assessors for marking. The recording is held until such time as results are ratified. The assessors are duty bound to delete the recording once the assessment is finalised. This information including the confidential and sensitive nature of the recording is acknowledged in the "Titling Assessor Contract". Access to the recording link is made available until such time as the result is ratified.

### 6.3 Use of recordings in Marked Mock Examinations (MME)

The detailed permission in this policy applies to the marked mock examinations in the Specialisation Training Program. As such Registrars/Candidates will be encouraged to delete the MME recording on conclusion of the assessment and will not be able to use the MME recording in the event of an appeal.

## 7. Consent

At the commencement of all assessment processes all parties involved; Patients/Clients, Candidate, Assessors, and any APA/ACP Representatives, will be required to provide consent to be recorded by completion of the relevant APA/ACP assessment consent form. This consent will confirm their understanding of the APA/ACP Recording of Assessment Policy and their agreement to be recorded in accordance with the terms set out within this Form and related APA/ACP policies.



## 8. Retention of Recordings

The Assessment recording/s will be retained for the period between the assessment taking place and the APA/ACP purpose being fulfilled, as per the APA/ACP Privacy Procedure Policy. When this purpose has been met the recording will be disposed of. Whilst the recordings are being held by APA/ACP they will reside with the APA/ACP business unit who had oversight of the specific assessment. In all instances the recording will be deleted following the ratification of results.

All recordings of live streamed examinations will be held in a confidential locked folder on the M drive.

## 9. Related APA/ACP Documents

- APA/ACP Privacy Procedure Policy\*
- Consent declarations for recording assessment
- Candidate/Applicant guides for assessments.
- APA/ACP Recording of Assessment Consent Forms

*\*APA currently developing policies regarding retention and storage (TBC)*

## 10. Version Control and Document Review

Policy Version:	Version 3.0
Policy Owner:	ACP
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