

# Recording of Assessments Policy

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## Purpose and Scope

This policy defines the; purpose, scope, access, and retention terms relating to all recordings obtained by RANZCOG throughout the RANZCOG assessment processes. 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 RANZCOG policies and is

	The RANZCOG Assessment processes can be understood as the <i>RANZCOG purpose</i> .
RANZCOG purpose	The RANZCOG purpose refers to College business or administration, including all processes referred to above and outlined in Section 3 of this Policy.
RANZCOG representative	Refers to RANZCOG members or staff (excluding the assessors- listed below) who are involved in a specific assessment process delivery or approval. This includes

### 3.2 For Verbal Feedback purposes

Assisting in providing verbal feedback for unsuccessful candidates of all RANZCOG Oral Examinations. Examiners providing such feedback may view the recording to refresh their memory or to collect further information to provide feedback as per the [RANZCOG Examination Verbal Feedback Policy](#).

## 4.

## 7. Consent

At the commencement of all assessment processes, all parties involved, Candidates, Assessors and any RANZCOG Representatives, will be required to provide consent to be recorded by completion of the relevant RANZCOG assessment consent form (Appendices A-C). This consent will confirm their understanding of the RANZCOG Recording Policy and their agreement to be recorded in accordance with the terms set out within this Form and related RANZCOG policies.

## 8. Retention of recordings

The Assessment recording/s will be retained for the period between the assessment taking place and the RANZCOG purpose being fulfilled but no

## 10. Appendices

### Appendix A- Examinations

#### Candidate Consent to Recording in Examination (*Extract*)

- *I consent to my participation in the <Exam title> oral online examination being recorded by RANZCOG. The recording will be accessed exclusively by RANZCOG outlined in the RANZCOG Recording of Assessments Policy.*
- *I agree that I may not record or make any images of the examination, I may not make a record of the examination questions in any form.*
- *I understand that all personal notes made during my examination must be securely destroyed at the end of my examination and must not be shared.*
- *I acknowledge that if I breach these requirements, I will be withdrawn from the examination and a fail result recorded.*
- *Subsequent to this, I acknowledge that my eligibility for further*

- ***I understand that all personal notes made during my interview must be destroyed at the end of my interview and must not be shared.***
- ***I acknowledge that should I breach this requirement, any assessment of me will be forfeited.***
- ***I acknowledge that the use of any record made by me will not be permissible as evidence in any reconsideration, review or appeal.***