

Remote External Moderation Guidelines

November 2022

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1. Introduction

VTCT is the UK's market-leading specialist vocational and technical awarding organisation for beauty, medical aesthetics, complementary therapies, sports and active fitness, as well as a number of other sector areas including learning and development, early years education, health and social care and hospitality and catering.

The aesthetics suite of qualifications assessment methodology is examination based and will be conducted by an VTCT external examiner; either through direct observation at the centre or through the use of remote external moderation using live streaming, facilitated by a centre-based internal assessor. This guidance document has been produced to support centres availing of the remote external moderation procedure.

This process applies to the following qualifications:

Qualification Number	Product Code	Title
610/1553/2	BT4A11	VTCT (ITEC) Level 4 Award in Dermaplaning
610/1637/8	BT4A6	VTCT (ITEC) Level 4 Award in Radio Frequency
610/1642/1	BT4A12	VTCT (ITEC) Level 4 Award in Scalp Micropigmentation Treatments
610/1635/4	BT4A2	VTCT (ITEC) Level 4 Award in Skin Needling
610/1638/X	BT4A7	VTCT (ITEC) Level 4 Award in Skin Peeling
610/1639/1	BT4A8	VTCT (ITEC) Level 4 Award in Ultrasound
603/2908/7	BT4C4	VTCT (ITEC) Level 4 Certificate in Radio Frequency
603/2909/9	BT4C5	VTCT (ITEC) Level 4 Certificate in Skin Needling
603/2910/5	BT4C6	VTCT (ITEC) Level 4 Certificate in Skin Peeling
603/2911/7	BT4C7	VTCT (ITEC) Level 4 Certificate in Ultrasound
610/1552/0	SP4A2	VTCT (ITEC) Level 4 Award in Dry Needling
610/1643/3	BT5A2	VTCT (ITEC) Level 5 Award in Micropigmentation for Camouflage and Restoration
603/2912/9	BT5C1	VTCT (ITEC) Level 5 Certificate in Advanced Blemish Removal
603/2907/5	BT5C2	VTCT (ITEC) Level 5 Certificate in Laser Tattoo Removal

2. Centre Risk

VTCT is committed to making sure learners are at the heart of what we do, and that learners and centres have confidence in VTCT products and services. VTCT's approach is based on the identification, evaluation and mitigation of risk.

Where a centre is identified as low or very low risk via their practical examiner during their face to face examination, they then can avail of the external remote moderation option for the practical exam. The process of external remote moderation of the practical exam requires a suitably qualified centre-based assessor/internal quality assurer to observe and mark the practical exam for every learner. Simultaneously, a live-streamed external moderator will observe and mark the practical exam for every learner, using the multiple device set up, within Microsoft Teams or other appropriate applications, to facilitate the viewing of multiple practical observations at the same time.

Centres rated as high or very high risk by their VTCT practical examiner shall not be eligible for remote external moderation. Moreover, they will be subject to a face to face external examiner visit. The external examiner will conduct the practical examination in the usual manner.

Centre Risk	
Very Low /Low Risk	Avail of the remote moderation option for the practical exam.
High or Very High Risk	Shall not be eligible for remote moderation. Moreover, they will be subject to an external examiner visit. The external examiner will conduct the practical examination.

3. Centre Responsibilities

VTCT believes that where a centre has been identified as low or very low risk they should benefit by having greater flexibilities and remove the need of an in-person VTCT examiner however the centre must have in place a suitably qualified centre-based assessor/internal quality assurer to observe and mark the practical exam for every learner. Simultaneously, a live-streamed VTCT external moderator will observe and mark the practical exam for every learner.

Centres must ensure that:

- the learners have been fully prepared
- remote moderation takes place under controlled conditions, in a realistic working environment on a real client and in a commercially acceptable time frame for the practical treatment
- the learners understand the examination will take using technology?
- the examination process is managed in line with the examination schedule
- notify the learners of the scheduled time
- the learners are informed of the necessity to bring valid ID to the examination day and that they will be required to hold this up as evidence in front of the webcam for the external moderator
- breaks are scheduled appropriately throughout the examination session
- a suitably qualified centre-based assessor observes and marks the practical examination for every learner
- examination posters are displayed to inform others that an examination is in process
- device/s used have suitable cameras, webcams and microphones
- there is appropriate Wi-Fi/ internet connection in the room/rooms where observations are being carried out
- a test of the available technology is carried out prior to the remote moderation.

4. Platforms

VTCT do not specify the video conferencing platform however, it is recommended the platform should support the use of multiple devices at the same time, which should make it more efficient as it will allow the external moderator/examiner to view multiple practical observations at the same time.

4.1. Teams

Microsoft Teams is a collaboration platform that combines persistent chat, file collaboration, instant messaging and meetings in a single platform. Teams Meetings allows users to have an instant or scheduled meeting with up to 250 participants.

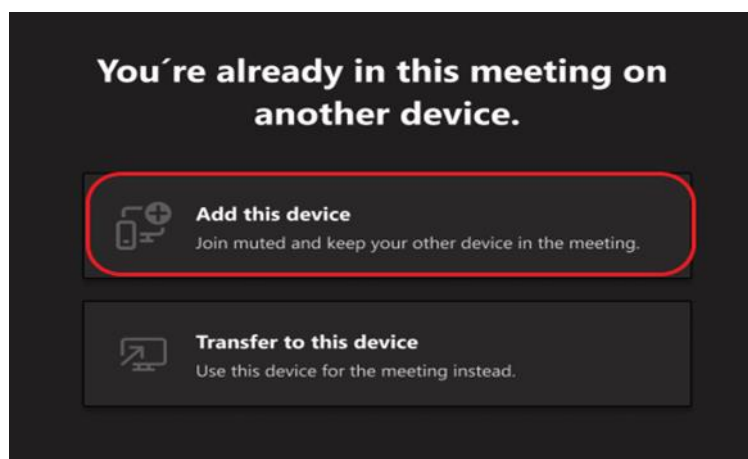
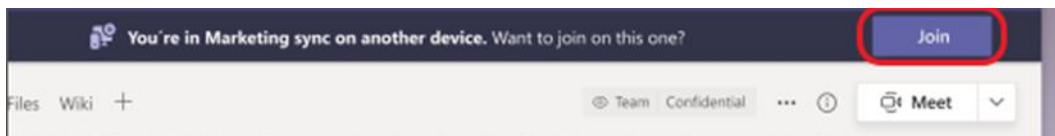
The following link provides detailed information on the use and application of Teams:

- <https://www.odu.edu/content/dam/odu/offices/occs/docs/teams-meeting.pdf>

4.1.1. Adding multiple devices on teams

The below provides guidance on how to access a Teams meeting on multiple devices:

- Enter the meeting on the first device,
- While in the meeting open Teams on the second device.
- From the second device, select Join.
- Select add this device.



- To prevent an echo effect, Teams will automatically turn off the camera and microphone on the second device before it enters the meeting. Once it is joined, the microphone and camera can be turned on or off as needed.
- Repeat this process to add further devices as required.
- With multiple devices connected to the single meeting, content can be shared from either device.

4.2. Zoom

Zoom is a cloud-based video conferencing service which can be used to virtually meet with others - either by video or audio-only or both, all while conducting live chats - and it lets sessions be recorded to view later. With Zoom it is possible for one individual to sign in with one computer, one tablet, and one mobile phone at a time.

When logging into another device of the same type, if you sign in to another device, you will be automatically logged out of the first device, eg it is not possible to sign in simultaneously on two computers or two mobile phones. It is however possible to have multiple individuals invited to the meeting so that they could have access to the meeting on a second device which will add an additional camera to the meeting. Detailed instructions can be found within the Zoom platform.

Other video conference platforms are available.

Document History

Version	Document Owner	Issue Date	Changes	Role
V1.0	Head of Standards	29/11/2022	First publication	Quality Assurance Administrator

Document Review

Role	Review Status
Head of Standards	Agreed

Document Owner

Document Owner	Document shared with
Head of Standards	

Document Sign-off

Role	Sign-off Date
Head of Standards	29/11/2022