

A03.1 Recording of Learning, Teaching and Assessment Activities

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1 Introduction

1.1 Purpose

SAE Institute delivers curricula through a range of learning and teaching methods to ensure an enhanced learning experience, which includes facilitating synchronous learning opportunities with faculty and peers via both on campus learning and online learning. This policy outlines SAE's position on the recording of learning and teaching activities.

1.2 Related Policies and Documents

This policy should be read in conjunction with the following:

- A03 Student Record Management and Data Processing Policy
- A05 Academic Quality Assurance Policy
- A17 Learning Resources Policy
- A20 Intellectual Property and Copyright Policy.

2 Scope

This policy applies to staff and students at all SAE Institute campuses involved in the delivery of UK-validated undergraduate and postgraduate programmes. The policy also applies to self-accredited diplomas, short courses, and vocational training programmes delivered at the campus.

3 Policy

The recording of Learning, Teaching and Assessment activities will be facilitated by SAE in accordance with the guidelines set out below, but will not occur where an activity:

- contains confidential or personal information
- is commercially or politically sensitive
- includes such a degree of interaction with students that recording is not viable
- is delivered by a visitor to SAE who has not given their express consent to be recorded.

3.1 On-Campus Learning and Teaching Activities

Classes facilitated at a campus, regardless of whether these are predominantly theoretical or practical in focus, will not normally be recorded by SAE. Exceptions to this may include:

- *Practice-based classes.* Where a Lecturer has identified a benefit in recording a practical campus-based class, provisions will be made to facilitate this, and students will be made aware prior to the start of class. Where a recording of the class is made, it will be available to students via their Virtual Learning Environment for revision and review purposes.
- *Theory-based classes.* Where there is an identified need, on campus theory classes may be recorded and shared with students via their Virtual Learning Environment. Students will be informed prior to the start of class that a recording is being taken.
- *Discussion-based classes.* Upon the request from the students, and following the explicit agreement by the Lecturer/Facilitator, discussion based classes may be recorded.
- While these classes are typically student-focused, SAE recognises the potential benefit to students in reviewing the discussions as part of their continued development.

3.2 On-Campus Assessment Activities

Where there is an identified and justifiable need to record an on-campus assessment activity, SAE will make provisions to facilitate this. Campus-based assessment activities that would normally fall within this scope include:

- practical exams (for example in an Audio studio or with Film Production equipment)
- presentations.

These recordings will be used as part of SAE's internal quality assurance processes to ensure fair and equitable assessment has taken place. The recordings will be used by assessors and moderators only and will not be distributed outside of SAE Institute.

These recordings may be used for internal training purposes but will not be used in any student-facing capacity unless explicit permission has been obtained by SAE from the student(s) as per SAE's A20 Intellectual Property and Copyright Policy.

3.3 Online Learning and Teaching Activities

Classes facilitated via synchronous online delivery platforms (e.g., Zoom) will normally be recorded and shared securely via the students' Virtual Learning Environment. These classes are typically theory-based and are likely to benefit the students for revision purposes.

Discussion-based classes, for example seminars and tutorials, facilitated online are typically student- focused, and are therefore not normally recorded unless a specific request has been made by the student(s) and agreed by the Lecturer/Facilitator.

3.4 Online Assessment Activities

While assessment activities would not normally be facilitated via online platforms (e.g., Zoom), SAE maintains the provision to record any online assessment activity for the reasons outlined in 3.2.

4 Data Protection

Recordings made SAE for learning and teaching purposes will be stored, delivered, and reviewed in line with the General Data Protection Regulations (GDPR). Further details can be found in the A03 Student Record Management and Data Processing Policy.

In addition, recordings made by SAE for assessment purposes will be retained in accordance with the guidance outlined in SAE's A03 Policy.

5 Rights of the Student

For recordings made in accordance with this policy student consent is not required provided that they have been:

- Notified that the session will be recorded.
- Informed of what action, if any, they may take to avoid being recorded. This may entail either being seated in a particular part of the room, or turning off your camera and microphone for virtual sessions.

In accordance with 4.2, students have the right to express their desire to not be seen during the recording of an on campus learning and teaching activity. In this instance, the Lecturer/Facilitator will ensure an appropriate seat is available for the student.

Given the nature and purpose of the recording of assessment activities, students would not normally be able to request that they are not recorded. Where a request is made, the Academic Coordinator, in consultation with the student, Lecturer and Student Support Officer, will consider the request. Where the request is deemed acceptable, alternative provisions will be made, which may include the use of multiple assessors for moderation

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purposes. Where the request is denied, the student has a right to further appeal as per the complaints policy.

Extensions to assessment activities will not be granted during any appeals process, so students who do not wish to have their assessment activities recorded should seek the relevant exemptions at the start of the trimester.

6 Policy History

Policy Created:	July 2021
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