

Recording of Assessments Policy

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 subject to the governing Australian State/Territory and Federal Laws, and New Zealand Legislation.

1. Definitions

RANZCOG / the College	The Royal Australian and New Zealand College of Obstetricians and Gynaecologists
Recorded person	Any person who is recorded in the process of partaking in a RANZCOG 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 RANZCOG assessment processes.
RANZCOG assessments	<p>The RANZCOG assessment processes include the following activities which is inclusive of, but not limited to, all RANZCOG qualifications: Fellowships Royal Australian New Zealand College Obstetricians and Gynaecologist (FRANZCOG); Subspecialties (CGO, CMFM, COGU, CREI, CU); Specialist International Medical Graduates (SIMG) Certificate of Women's Health (CWH); Diploma Royal Australian New Zealand College Obstetricians and Gynaecologists (DRANZCOG); and Advanced Diploma Royal Australian New Zealand College Obstetricians and Gynaecologists (DRANZCOG Advanced);and Training Site Accreditations. The assessments include:</p> <ul style="list-style-type: none"> • Selection interviews • SIMG interviews • Examinations • Accreditation visits • Progression Review Committee meetings • Review and Appeal Committee meetings • Any other recorded assessments, interviews, meetings or events connected to the above processes. <p>The RANZCOG Assessment processes can be understood as the <i>RANZCOG purpose</i> .</p>

RANZCOG purpose	The RANZCOG purpose refers to College business or administration, including all processes referred to above. In relation to assessment this means the facilitation of assessment and evaluation procedures
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 any person from RANZCOG who is an observer.
Assessor	Refers to the individual/s responsible for the outcome of a specific assessment
Candidate	Refers to the individual being assessed.

2. Policy

This policy applies to all people who will be recorded (i.e. a 'recorded person') whilst participating in any 'RANZCOG assessment processes.' All recordings will be taken to ensure the effective delivery of the specific RANZCOG assessment. The assessment/s will be carried out in accordance with the relevant RANZCOG applicant/candidate assessment guide, where applicable. All data will be retained for the minimum time to fulfill the RANZCOG purpose in conjunction with the RANZCOG Retention and Disposal: Policy and Procedure. The recording will be solely for use by RANZCOG.

All recordings will be treated as confidential and held in compliance with this policy and the RANZCOG Privacy Policy. In the event of any inconsistency with the RANZCOG Privacy Policy (or any other RANZCOG policy), the provisions of this policy will prevail. No recording will be shared with any person outside of those members and staff of RANZCOG as permitted under this policy.

RANZCOG appreciates the importance of ensuring that all material supplied by members and others who have dealings with the College is 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. The College's Privacy Policy may be accessed through the College website.

Accordingly, appropriate consent for the recording of all stations will be obtained from all participants involved in the conduct of examination stations (candidates, examiners, confederates, standardised patients and others identified).

Video footage that is not used within six (6) months of recording, will be either destroyed/deleted from College files, or retained for designated training or examiner calibration purposes.

Access to recordings of stations will not be available to trainees other than as expressly stated in this document or as required through relevant legislation.

3. Purpose of recordings

The use of the recording is to assist in ensuring the effective delivery of RANZCOG assessments. The recordings may be utilised by RANZCOG members and staff for the purposes of:

- Evidencing the assessment and allowing RANZCOG assessors to reach an outcome after the assessment has concluded, in the event that there are technical difficulties.
- Record of the assessment to assist with reporting or to confirm or clarify the decision.
- Training and quality assurance of provisional and current assessors and assessment and accreditation processes. 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 get further information to provide feedback as per the [RANZCOG Examination Verbal Feedback Policy](#).

- Other uses as explicitly set out in this policy, and only with the consent of the Chair of the College Committee responsible for the assessments.

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 or merely dissatisfied with the assessment outcome.

Save as explicitly set out in this policy a recording cannot be used by a Candidate to support an application for Special Consideration or Reconsideration under the *Exceptional Circumstance, Special Consideration and Reconsideration Policy and Procedure*, or to support a Request for Reconsideration, Review or lodgement of an Appeal, or to dispute the decision of a Request for Review or an Appeal, under RANZCOG Regulation A2 Appeals Procedures.

4. Access

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

Candidate: The candidate will not have access to the recording, except as explicitly specified by this policy

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

RANZCOG Representatives: RANZCOG 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 RANZCOG 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.

5. Permitted Use of Recordings

5.1 For clarification and report purposes

Recordings may be used by the College to evidence assessment proceedings in the event that there is a significant technical issue, unexpected incident or illness, or complaint in relation to process and clarification is required.

Recordings may be used to record the assessment process in relation to accreditation assessments to enable accurate reporting.

Access for this purpose is strictly limited to the College.

5.2 Use as a Resource for Training Purposes

Recordings have the potential to provide relevant and valuable source material for the calibration and training and education of assessors. Any use for this purpose will be approved by the CEO (or their nominee) or in accordance with guidelines approved for this purpose. The College will not, as a matter of course, seek further approval from the recorded person.

5.3 Use as a Quality Assurance and Continuous Improvement

Recordings have the potential to enable RANZCOG to improve future examinations and assessments and accreditation processes. Recordings are also of use in enabling RANZCOG to audit the performance of

assessors or any other individuals involved in the conduct of assessments. The College regards these activities as being in the best interests of all involved in assessments and will not, as a matter of course, seek further consent from recorded persons for the purposes of the use of recordings for audit and/or quality improvement processes. Any use for this purpose will be approved by the CEO (or their nominee) or in accordance with the guidelines approved for this purpose.

5.4 Other uses of recordings

Where a specific allegation is made in relation to an incident occurring at a station, which may have adversely affected the result or outcome of that station, and where that allegation is accepted for progress according to the College's Reconsideration, Review and Appeals Policy:

- The College, acting through the CEO, may, in its discretion, provide a transcript derived from the recording of that station(s) for the purpose of any reconsideration, review or appeal relevant to that allegation.
- The person conducting (or Chair of the Committee conducting) the reconsideration, review or appeal may request that the College provide a transcript derived from the recording of the station, or in exceptional circumstances, may request a viewing of the recording for the purposes of the reconsideration, review or appeal by that person (or committee, as the case may be).

In each case above, where the transcript or recording has been provided to an individual (or committee as the case may be) to assist in the consideration of a reconsideration, review or appeal, the transcript may be provided to, or the viewing may be permitted for, the candidate/applicant. Where a viewing of a recording is permitted, it will be conducted under the following conditions:

- Candidates/applicants will be permitted to view the recorded station in question at a venue, and at a date and time as determined by the College.
- When viewing the recorded station, candidates/applicants may be accompanied by a support person or representative assisting in their application for reconsideration, review or appeal.
- A College staff member will be in attendance when the recorded station is viewed.
- Duly signed and completed confidentiality agreements from both the candidate/applicant and their support person must be completed prior to the viewing.

This clause does not permit access to a recording or transcript where a candidate is disputing the marking or assessment or is merely dissatisfied with the assessment outcome.

Applicants under this provision should provide:

- the name, address, email address and telephone contact details of the person submitting the request;
- details of the assessment, including type of assessment and date and time of assessment
- an explanation of the issue/incident and at which station or part of the assessment;
- how the issue has affected the recorded person;
- a list and attachment of any relevant supporting documentation

All outcomes will be decided by the RANZCOG CEO on a case-by-case basis. Arrangements for the viewing of recordings will be coordinated by RANZCOG but recordings will not be provided directly to individuals in recordings.

- If the application is not granted no further requests for the recording may be made. The College's Reconsideration, Review and Appeals Procedures will not apply to this decision.

6. Consent

At the commencement of all assessment processes all parties involved; Candidate, 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.

7. Retention of recordings

The Assessment recording/s will be retained for the period between the assessment taking place and the RANZCOG purpose being fulfilled, as per the RANZCOG Retention and Disposal: Policy and Procedure. When this purpose has been met the recording will be disposed of in accordance with the RANZCOG Retention and Disposal: Policy and Procedure.

Whilst the recordings are being held by RANZCOG they will reside with the College Directorate business unit who had oversight of the specific assessment.

All recordings will be held in compliance with the RANZCOG Retention and Disposal: Policy and Procedure.

8. Related RANZCOG Documents

- RANZCOG Regulations
- RANZCOG Retention and Disposal: Policy and Procedure
- RANZCOG Privacy policy
- Exceptional Circumstance, Special Consideration and Reconsideration Policy and Procedure
- Consent declarations for recording assessment
- Candidate/Applicant guides for assessments
- RANZCOG Recording of Assessment Consent Forms- Appendices A- C.

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	November 2020	Creation
v2	September 2021	Revised to included reference to verbal feedback

Policy Version:	Version # 2
Policy Owner:	Education Directorate
Policy Approved by:	RANZCOG Board
Review of Policy:	October 2023

9. 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 examination by the College will be considered by the Examination and Assessment Committee, in accordance with the RANZCOG regulations.*
- *Use of recording for training and education purposes*
 - I agree with my recording being used by RANZCOG for the calibration, training and education of assessors as outlined in the RANZCOG Recording of Assessments Policy.*
 - I do not agree with my recording being used by RANZCOG for the calibration, training and education of assessors as outlined in the RANZCOG Recording of Assessments Policy.*

Examiner Consent to Recording in Examination (Extract)

- *I consent to my participation in the <Examination title> oral online examination being recorded by RANZCOG. The recording will be accessed exclusively by RANZCOG outlined in the RANZCOG Recording of Assessments Policy.*
- *The recording may be kept by RANZCOG for educational and / or training purposes. If not kept for those purposes the recording will be deleted once the RANZCOG purpose is fulfilled as outlined in the RANZCOG Records, Retention and Disposal Policy and Procedure.*
- *Use of recording for training and education purposes*
 - I agree with my recording being used by RANZCOG for the calibration, training and education of assessors as outlined in the RANZCOG Recording of Assessments Policy.*
 - I do not agree with my recording being used by RANZCOG for the calibration, training and education of assessors as outlined in the RANZCOG Recording of Assessments Policy.*

Appendix B- Accreditation visits

Assessment Panel Consent to Recording during Accreditation Visit

- *I acknowledge that accreditation visits (interviews and panel discussions) are recorded to assist with report writing processes:*
- *For physical visits: audio recording*
- *For virtual visits: audio recording and video recording*

- *I consent to my participation in the RANZCOG accreditation visit being recorded by RANZCOG to ensure effective delivery of the accreditation process.*
- *I consent to my participation in the RANZCOG accreditation visit being recorded by RANZCOG for quality, training and report writing purposes.*
- *I acknowledge that all recordings will be used and kept in accordance with RANZCOG's Privacy Policy.*
- *I acknowledge that all recordings will be stored and deleted in accordance with RANZCOG's Retention Policy.*

Appendix C- Interview and Meeting (Extract- SIMG Interview Sample)

- *I consent to my participation in the SIMG Interview 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, take notes or make any images of the interview, and in particular, I may not make a record of the interview questions in any form.*
- *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.*