

PROCEDURE FOR ASSESSMENTS BY VIDEO RECORDING**CLASS 5 & 6 IN-CLASS INSTRUCTORS**

1. If a driving school wants in-class instructors to be assessed remotely, it has to make a written request to the AQTr by email at evaluations.prec@aqtr.com.
2. **Pay attention to these items when recording the theoretical module to be assessed:**
 - Record the whole 2-hour / 3-hour module.
 - Receive the students' consent to be filmed (using the dedicated form) or their parents' if under 18 (see dedicated form).
 - The in-class instructor assessment can be done while teaching any RSEP theoretical module, but the 5th. Indeed, if the assessment happens during the theoretical module #5, the AQTr will not be able to assess it.
 - Before starting the module, show at the camera both the driver's license and the AQTr competency card of the instructor to be evaluated.
 - At the beginning of the module, film the whole class in order to see the students and where they are seated.
 - The instructor has to mention it clearly before taking a break and stopping the camera.
 - The camera angle must enable to see, at any time, both the instructor and the screen slides. Also, the AQTr must be able to read clearly what is on the slides.
 - Make sure that the exchanges between the instructor and the students are **audible**, and clear on the video.
 - Record the video on one single DVD-R and send it to the AQTr.
 - Make sure that the video starts immediately after putting the video recording in the DVD player.
 - Record the video on MPG format.
 - Listen and watch the DVD before sending it to the AQTr.
 - Write the names of the driving school and of the instructor on the DVD.

→ Any recording which is non-compliant with the following procedure will not be assessed.
3. The school has to send the video recording together with the form "*Procedure for Assessments by Video Recording*". It is suggested to make a copy of the recording before sending it to the AQTr, just in case it breaks or is lost.
4. The AQTr has to receive the recording at least 30 days prior to the expiry date of the instructor competency card.

