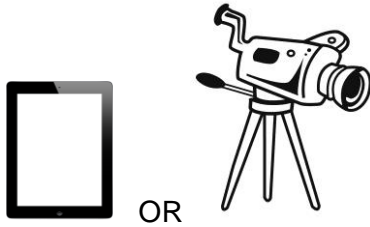


Recording Observed Assignments

System Requirements:

- Video recording device with on-board microphone (i.e. video camera / tablet).



- Tripod or iPad stand



- Computer



- Handbrake (File compression software)
- High Speed Internet Connection

Part 1: Production

- Set telephones and/or mobile phones in the room to silent, this includes notification sounds and alarms.
- Set recording quality/file output on your recording device to low definition. (**Do not use High Definition quality recording** since it will produce very big video files and make them difficult

to transfer onto your computer). *Note: iPads only record in High Definition. Please refer to your Apple manual on how to transfer videos longer than 1 hour back to your computer. You may experience difficulties if you are using an iPad and do not have an Apple computer to transfer the video to.*

- Make sure you have sufficient space on the recording device to record at least 2 hours of video.
- Avoid using batteries. Plug your recording device to a charger.
- Turn camera on and pan around the room to show the examiner that the area you will be working in is a suitable space for an educational assessment or a specialist literacy session. If necessary refer to the assessment tool manual for proper seating arrangement.
- Place camera on a tripod and the tablet on a stand or on a stable, level surface of suitable size. You might need to improvise. Place the recording device relatively close to the subject otherwise the microphone might not pick up the sound properly. It is advisable to run a test prior to starting the actual session. It is time consuming, but it prevents disappointments.
- Adjust framing.
- Adjust focus.
- Check that the microphone on the recording device is turned on (this is automatic on most devices with some exceptions). Set audio recording levels to high.

Note: If you are conducting an assessment this is both necessary for the examiner to hear the proceedings, but also for you to listen and check scoring before submitting score-sheets for marking.

- Check that the examinee/learner is ready.
- Click the record button on your recording device and begin your session.

NB: The assessment or teaching session must be conducted without an interruption to the recording. It is not acceptable to switch the camera on and off at any time during the session. Any deviations from this rule must be explained in detail to the supervising tutor or written down for the examiners and moderators. The periods of transition between subtests or between sections of a teaching session are crucial pieces of evidence of your competence and not seeing these renders the recording an incomplete testament to your professional practice. Note: Fragmented recording without a justifiable reason will likely be deemed a fail for this reason.

- When you come to the end of the session explain this to the learner/examinee and thank them for their participation.
- Press STOP on the recording device.
- Transfer the video to your computer.

Transfer methods vary depending on your recording device. Please refer to your manual for instructions.

PART 2: Post Production - reducing the size of your video using Handbrake

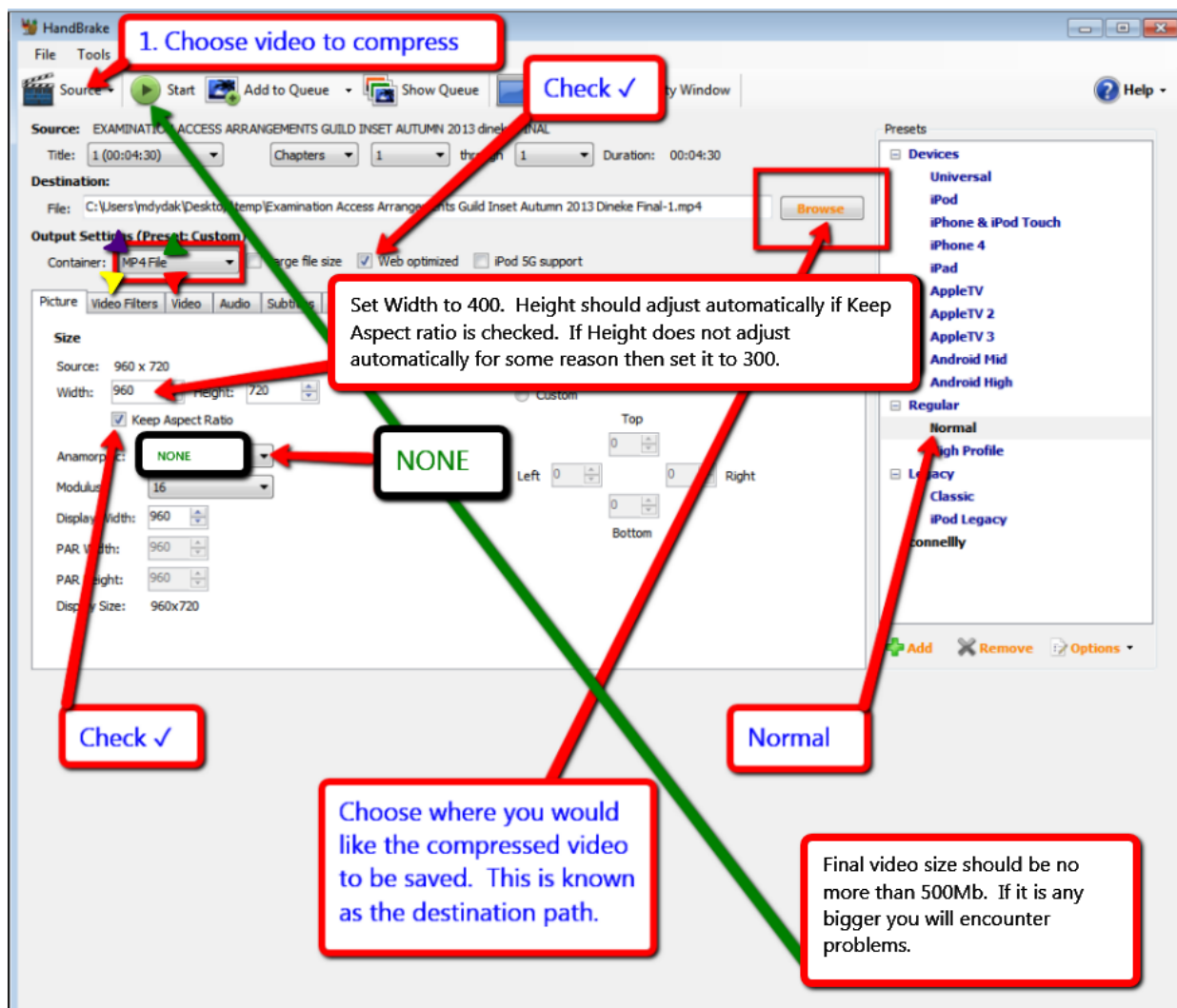
After you have transferred your video to your computer please play it back to make sure you are satisfied with your recording. The next step will involve reducing the size of the video so that it can be uploaded and viewed by the course tutor. Note: Videos are too big to be emailed. This is why we use MailBigFile, a file transfer service. It requires that the videos are no bigger than 500Mb. To check the size of the video right click on the video and choose properties or get info from the drop-down menu. If your video is bigger than 500Mb in size then follow these steps:

- Install Handbrake (free software available at <http://handbrake.fr>. (Choose the correct version of Handbrake for your computer, either Windows or Mac version).

Be aware that it is easy to download malware. Internet is full of malware. You must be vigilant during the download and installation process. DO NOT click on any advertisements on the webpage and inadvertently install software other than Handbrake. DO NOT install any add-ons that often come with free software.

- Once you have installed Handbrake on your computer open the software. It might look intimidating at first due to the number of options and settings. Please note that most of those options do not concern us.
- Watch the following video tutorial: <http://www.screencast.com/t/VZrSluc0z4yK> or follow the directions below.
- Click on **Source** → **Video File** then choose the video you want to convert or compress (reduce in size).
- Click **Browse** and choose destination path. Note the destination so that you can find it later.
- **Anamorphic** = None (Choose from drop-down menu)
- **Keep Aspect Ratio** = Check ✓
- **Width** =400 / **Height** =300
- Press **START**

For visual instructions go to next page of this document or go to <http://www.screencast.com/t/VZrSluc0z4yK>



Uploading Recordings Using MailBigFile

When the process is complete please navigate to the converted video. Check the size. **The video must be less than 500Mb in size.** If the converted video is any bigger, then it will be troublesome to upload using MailBigFile. Before sending the video to the course tutor using MailBigFile service, please play it back on your computer to make sure the video is visible and audible.

For instructions on how to use MailBigFile go to <http://www.screencast.com/t/NyInWn5ks>

Important Steps Before Upload to MailBigFile

Before uploading to MailBigFile students must have done the following:

1. Read and followed the instructions on RECORDING.
2. COMPRESSED the file/s.
3. Ensured that file SIZE = max of 500 Mb.
4. Checked that files OPEN and play.

During the upload initiation process on MailBigFile, students must explicitly confirm that the above steps (1 – 4) have been taken by cutting and pasting the following text to the MESSAGE box on the MailBigFile Screen:

Add filesTotal Size: 0 b0%

Ignore this setting

3

Your Email Address

Message *(optional)*

```
I confirm that I have:  
1. Followed RECORDING advice  
2. COMPRESSED the file/s.  
3. File SIZE = max 500 Mb.  
4. Checked files OPEN.  
|
```

4

Send