

## Video Safeguarding Policy

### **Purpose and aim of the policy:**

MTB Exams is a UK-based Ofqual regulated Awarding Body that offers exams to people of any age, including children. This policy outlines our treatment of videoed exam submissions.

It is MTB Exams' policy that anyone working on behalf of MTB Exams, whether as a Contractor or Employee, will report any concerns about a child or any concerning behaviour to the MTB Head of Quality Assurance (MTB's Designated Safeguarding Lead).

We also recognise that whilst internet-based education provides a vast scope of opportunities for learners, it can present its own risks and challenges.

How we mitigate risk for learners and MTB personnel:

- There is no direct contact between MTB examiners/staff and the candidate during MTB assessments.
- MTB securely store media files of exams for 12 months at which point they are automatically deleted.
- Video or audio exam files and ID's are accessed and stored on MTB's Exam Management System which is only accessible to MTB authorised personnel & contractors.

### **Core Responsibilities:**

1. It is the responsibility of the person entering or submitting an MTB exam with a candidate under the age of 18\* to ensure that the parent/guardian is made aware that their children will be taking part in a video exam and that appropriate permission has been obtained before conducting the exam. We have produced a consent form which can be used if required [here](#).

2. With recordings that have been made the holder should ensure to follow applicable data protection laws in their region.
3. MTB Exams are conducted using MTB proprietary technology and exams, once submitted, are only accessible to MTB authorised personnel, contractors and assigned examiners through a secure web portal.
4. MTB personnel and examiners have strict confidentiality clauses in their contract and will only use exam data as required to fulfil MTB's services and for no other purpose.
5. MTB will store these recordings for 12 months to allow for appeals. After this time, the media files of the exam will be permanently deleted.\*\* A record of the exam details and mark achieved shall be maintained to facilitate accurate record keeping and the future reissuing of certificates.
6. MTB offer audio exam routes for some exam types/grades which can be utilised by audio approved centres as an alternative to videoing an exam. UK centres are approved to offer audio exams upon registering, international centres can apply for audio exam status [here](#).

\* You should always gain parental consent for children aged under 16. For young people aged 16 and 17, you should decide whether parental consent is necessary depending on the activity, your country's laws and the young person's circumstances. If you decide parental consent isn't necessary, you should still consider whether parents or carers need to be informed that their child is taking part. In most circumstances, parents have a legal parental responsibility for their children up to the age of 18.

\*\* MTB may store a limited number of exam recordings and files for a longer period for training purposes for MTB authorised personnel & contractors.

## Contact Us

If you have any queries about the contents of the policy or if you need to contact the MTB Exams admin team, you can view the appropriate regional contact details on our 'Contact' page on the relevant MTB regional site. MTB can be contacted by email or phone.