



SWIMMING SOUTH AFRICA's VIDEO/SKYPE PRACTICAL ASSESSMENT GUIDELINES 2019

- Skype as an option- it can be installed on a smartphone/tablet, this means that the assessor can "walk with" the candidate as they are covering the various assessment points.
- Skype at the candidates end should be run on at least a 10mb ADSL connection or better, Fibre is preferred since latency is much less, LTE connection is also possible, but will depend on what kind of signal strength the candidate has throughout their facility. The assessors must obviously be connected with the same set of standards in terms of connectivity.
- The assessor (if using a laptop), can record the session as well for evidence if desired. Tools like OBS Studio or Camstudio are free pieces of software that can be downloaded from the internet and installed. The Skype session can then be saved to a local file. *(this is highly recommend, since SSA is moving towards digital and a full record of a candidates journey is one of the goals for SSA)
- The various RECORDED options include: DVD, stick, upload to cloud drive (google, Dropbox, one drive).
- The video should be uninterrupted with no obvious editing so that the assessor can see a full run-through of what is being assessed without mistakes being corrected.
- The candidate should ensure that they have sufficient battery percentage in their device that is being used for the assessment.
- DVD submission is an option for small provinces that do not have assessors to conduct the practical assessment.
- The opportunity may not be abused and used in areas where assessors are available.
- The best practical assessment is when the candidate and the assessor can communicate directly with each other.
- The option must be discussed with the facilitator, the provincial education & training coordinator and SSA after all possibilities have been exhausted
- The candidate must first communicate with their provincial coordinator to find out about possible options e.g. if they have skype if not the RECORDED footage will be an option

- Two lessons that were given to the candidate during the course would be presented on DVD/skype and the assessor will choose one lesson for assessment.
- The DVD will be assessed by an assessor exactly like a practical assessment
- The DVD must be labelled and the following information is important: Full names, ID number, indicate whether it is LTS, coaching or RPL and also the province and district you are based at.
- Ensure that the DVD only has the 2 lessons and nothing else, the hard copies must be included as well.
- The DVD will be evidence that must go into the candidate's POE
- Learners can be re-assessed if they are declared not yet competent

ACTUAL LESSON

A minimum of 4-5 children below the age of 10 that are at the learn to swim stage must be arranged for the assessment

Children's parents should sign an indemnity/ release for the candidate to record their children and that the recording will be shared with an assessor at SSA. This is very important as you all know recording of children has been an issue in South African law and it is important that SSA is covered and protected.

Candidates must ensure that their recording is as it would have been with a direct form of assessment. The pool area must be quite without any disruptions. All requirements of a practical assessment must be adhered to e.g. a full pool safety check must be conducted, proper attire, introduction of the class and the lesson topic. It is important to cover all possibilities as the assessor is not there to ask questions. A very high level of professionalism is expected. The following must be visible:

INTRODUCTION- warm up (5-7 minutes)

- Introduction of the instructor on training and the swimmers
- Water safety education
- Safety Checks
- Introducing the lesson
- Climbing in the pool-safe entry
- Lesson intro-activity

BODY-main points (12-18 minutes)

- Usage of equipment
- Safety
- Actual activity
- Above water teaching

CONCLUSION (3-5 minutes)

- Activity
- Safe exit
- Evaluation of lesson objectives

CANDIDATES RESPONSIBILITY

1. The candidate must communicate with the E&T Coordinator to arrange an assessor a month before the assessment date to ensure that the pre-assessment is scheduled for.
2. The candidate must understand that it is a practical assessment and it must be even clearer as the assessor cannot ask for clarification.
3. If the candidate is using a municipality pool they must choose the best time for assessment with less noise and less distractions so that the sound is clear
4. All the angles must be clear and visible and HD would be ideal
5. The recording must be in colour for a clearer view
6. The sound recording must be very sound, clear, stable and audible
7. Communication and instructions must be very clear and audible
8. There must not be any external distractions e.g. noise
9. The DVD must be clearly labelled with the name of the candidate, ID number, affiliate/ district, course date the title of the two lessons

SKYPE

1. The candidates must communicate with assessor a month prior to the assessment
2. The candidate must confirm two days prior to the assessment taking place
3. The candidate must contact/phone the assessor for final arrangements

ASSESORS RESPONSIBILITY

1. Conduct a pre-assessment and highlight all the important areas regarding the practical assessment

2. Skype must be treated like an immediate practical assessment - clarity seeking questions must be asked
3. Assessment triplicate document and the rubric must be completed
4. Assessor must indicate the form of assessment on the assessment sheet
5. If it's a DVD it must be given back to the coordinator who will attach it to the POE
6. Assessor must have a post assessment session