



Annexure WC WEB-CAM POLICY

Note: This web-cam policy has been prepared to verify the delegate in accordance with the photographic identification provided, their attendance, monitoring their performance and engagement and to ensure that it is the same delegate that will sit in the exam.

Tutor to give instructions to Delegates to turn on their web-cameras for specific purposes. Tutor should brief Delegates that turning on their webcams will help them to accomplish their learning objective.

This will also suffice the purpose of monitoring and certain learning goals and instructional practices making it justifiable for tutor to ask Delegates to turn on their webcams.

The use of webcams in live online trainings can add value to the learning experience in many ways. Some of these include:

- Delegates working in group
- Building community
- Showing physical evidence or materials
- Proof of attendance
- Classes that focus on performance, or physical movement.

Instructional:

- Delegates should have webcam on their computer.
- Their internet speed cannot support the use of streaming video. Bandwidth problems are real for many Delegates regardless of their location so delegates are suggested to have internet speed above 12 Mbps.
- They may have privacy concerns (e.g., roommates, children, or other family members in the background) so in order to avoid this, Delegate to sit in separate quiet environment during the training.
- Delegates may wish to keep their webcams on because of their unique identifying information to the rest of the class.
- **Use of webcams is 100% mandatory throughout the course in the same way as delegates in classroom-based courses are expected to be physically present in the classroom throughout the course duration. It is understood that in some circumstances exceptions might have to be allowed due to insufficient line speed**
- Community building can happen synchronously during the group discussion.
- Effective group can happen in video environments such as Microsoft Teams, google meet, go to meeting.

For any privacy, hardware, software, disability, and equity concerns, please contact BSCIC Training Team at training3@bsc-icc.com and marketing@bsc-icc.com.