DEMIO ASSIGNMENT 1 PROCESS – AUDIENCE

We are now using the webinar software Demio for Assignment 1s, rather than Zoom, as it enables an audience of up to 50 to be present without flooding the candidate's and validators' screens with individual images. It also allows the audience to ask questions of the candidate, using a Chatbox to the Lead Validator, and to offer an opinion of the candidate's performance by responding to poll questions posed by the Lead Validator. The advantages of this are that:

- Potential candidates are, once again, able to watch an Assignment 1 before attempting it – something we strongly recommend they do.
- The Guild membership as a whole is able to participate in the process.
- The candidate has a genuine audience to deliver to.

In all assignments the candidate needs to demonstrate ALL the Skills listed, to the given Standards, in order to pass that assignment. The Skills and Standards for Assignment 1 are included towards the end of this document for the audience to refer to.

The booking process is as follows:

- The assignment is advertised in the Guild Weekly Update – usually a fortnight before the Assignment is due to take place – and directing the membership to the Events, Validations, page in the public area of the Guild website.
- This page will contain links to both the presentation and feedback sessions – click on both those links to register for the sessions.
- It will also contain a link to the latest version of this brief.
- Audience members will receive an immediate email acknowledgement and further email reminders will be sent both 24hrs before the event and again 15 minutes before the Assignment begins. Each email will contain the link which allows you to access the room.
- If demand exceeds places then it will be strictly "first come – first served".
- If demand exceeds the capacity of the room we will operate a reserve list. You will be told if you are on the reserve list.
- By 48 hrs to go to the assignment a further link will be put on the relevant web-page, to the candidate's pdf "handouts".
    - These will also be available through a link displayed in Demio.
- If you decide not to take your allocated place please email the Moderator (dudleygiles2@gmail.com), even if the assignment is about to start, so that your seat can be reallocated.
- Assignments will usually take place at 1000 hrs UK Local Time on a Saturday morning. A separate Demio feedback session will be scheduled for 1115 hrs. As an audience member you need to register for both sessions separately.
    - Alternative times and days may be used for candidates in a different time zone to the UK.
- There will be links on the Demio page to the candidate's "handouts" and the audience brief for those who have forgotten to download them earlier.
- Priority to attend this second session will be given to those who attended the actual Assignment.
- There will only be one Demio Assignment 1 on any given day.

There is a brief on connectivity and compatibility issues at the end of this document.

The Assignment will run as follows:

- Audience members should aim to enter the webinar room a few minutes before 1000hrs. In all likelihood, when clicking on the link, you will be faced with a countdown timer. The Moderator will always aim to open the room precisely on time but be prepared for things to run a little late.
- It will take up to three minutes for the Moderator to let all the audience into the room.
- During this period the Moderator will remind the audience of the procedures but it is essential that you have read, and follow, this brief.
- The Lead Validator will run the validation and the Moderator the webinar.
- The Lead Validator will introduce the candidate and subject, and brief the assignment.
- Ensure you have this brief to hand as it will be referred to by the lead validator.
- The Lead Validator and moderator will beremoved from the screen before the start of the talk.
- The assignment will start with the Lead Validator saying "your time starts now".
- Questions from the audience are an essential part of the Assignment 1 process. Please type your questions as they occur to you. Do not save them up until the end.
- However, please DO NOT COMMENT ON THE CANDIDATE'S PERFORMANCE on the Chatbox, whilst the talk is in progress. If you do, the Moderator will immediately "evict" you from the session.
- The assignment will proceed until either the candidate finishes or 30 minutes have elapsed.
- The Lead Validator will start the Q&A session.
- The 2nd Validator will then ask a question or two.
- The Lead Validator will then put a few selected questions from the audience to the candidate.
- The candidate will then be asked to leave the webinar.
- The Lead Validator will then seek the audience's views of the assignment using a Polling system run by the Moderator.
- When the Q&A is finished the Lead Validator will remind the audience when the Audience Feedback session is planned to start and the Moderator will terminate the webinar.

The validators' discussions and the candidate's debrief will then take place in a private Zoom meeting.

The Audience Feedback Session is conducted as follows:

- The Feedback session will start in exactly the same way as the initial session.
- Once the room is full the Lead Validator will announce whether the candidate has Passed the Assignment or has been Referred.
- He/she will then provide feedback to the audience, using a "three key points" format.
- The Accreditation Director or CVAL may then make some closing remarks.
- After this the audience will have the opportunity to make congratulatory comments, or commiserate with the candidate using the Chatbox.
- If there is any attempt to comment on, or criticise, the validation itself the Moderator will immediately terminate the session.

That completes the Assignment. Please let the VALSEC have any feedback you may have on the process.

Provide evidence of the following skills:		To the following Standards:
K1	Selects relevant knowledge.	A sound working knowledge of the historical information available for his chosen battle and period is evident in the delivery of the talk and when answering questions.
		The impact of terrain and the environment on the battle is considered.
K2	Demonstrates knowledge of a chosen period of warfare and battles, including relevant terminology.	Can explain the basic political and military reasons why a particular battle occurred when and where it did, and with its particular participants.
		Can explain: the weapons of the time, their uses, capabilities and limitations; the doctrine and tactics of the time (both sides); how these factors influenced the course of the battle.
		Can demonstrate a familiarity with any historical debates and controversies concerning the battle.
		Can explain and use the relevant terminology.
P1	Communicates in an engaging and entertaining manner.	Gains and holds the attention of the audience; brings the action "to life"; uses appropriate anecdote or humour; engages the imagination and interest of the audience.
P2	Tells a story which gives listeners a broad understanding of what happened	Sets the scene with a short but comprehensive introduction. **The body of the talk focuses on the action itself**. The conclusion is succinct and relevant.
P3	Communicates so as to be clearly understood by a range of audiences	Delivers a talk which is audible to all the audience; has well-paced delivery; uses appropriate language for the given audience; but does not lapse into excessive abbreviations or jargon.
P4	Answers questions in a succinct and appropriate manner	Answers the questions asked without going into excessive explanation; respects the questioner's comparative lack of knowledge.
C1	Appreciates the general learning needs of participants.	Talks at a level consistent with the audience. Uses clear and appropriate handouts and/or visual aids that support the presentation.
C2	Keeps to a time limit.	Takes between 23 and 27 mins for the talk.

CONNECTIVITY ISSUES

During trials Demio has been found to be a highly stable platform <u>for the Candidate and the Validation Team</u>. However, experience has shown that up to 20% of the audience may experience connectivity problems during the session. It is important to stress that 99% of the time these connectivity problems are local to the audience member and are not the fault of the platform.

Common connectivity problems include: poor video, poor or non-existent audio or both!

You can pre-empt some of these issues by carrying out a system check:

Demio uses high-quality, low-latency streaming, so it's important that your internet connection can support it.

Demio Attendees should have at least a 1mbps download speed. To check your internet speed, you can run a free test at: <u>https://event.demio.com/system</u>

COMPATIBILITY ISSUES

You can attend a Demio session via your desktop computer, laptop, tablet and even your phone PROVIDED THAT you are using a supported Browser.

On desktops, Demio supports **Chrome, Firefox, Safari** and **Edge. t**he minimum version requirements for each browser are:
Chrome 55+
Firefox 53+
Safari 12.1+
Edge 42

Mobile Support

On mobile, Demio has native browser support for the latest versions of both **iOS** and **Android OS.**

Any Attendees joining the session on a mobile device will be able to join directly through their Unique Join Link.

Immediate Action (IA) Drills in case of poor connectivity

Sadly, during a validation session, we will not have the capacity to sort out individual connectivity issues. However, the following IA drills have proved to be successful in the vast majority of cases:

Drill 1. Refresh your browser. If this fails..

Drill 2. Come out of the browser and re-enter using the same unique link. If this fails…

Drill 3. If you have the capability, change browser (eg from Chrome to Firefox). If this fails… then we're sorry but we can do no more.