



**IT AND LMS COMMITTEE**  
Faculty of Medical Sciences  
University of Sri Jayewardenepura  
Gangodawila, Nugegoda, Sri Lanka



**YouTube Video Evaluation Checklist**  
*(For IT & LMS Committee Use)*

**IT & LMS Committee**  
**Faculty of Medical Sciences**  
**University of Sri Jayewardenepura**

March 2026

Version 2



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Document Control Information	
I.	<b>Document Title:</b> YouTube Video Evaluation Checklist
II.	<b>Document Type:</b> Checklist
III.	<b>Responsible Committee:</b> IT & LMS Committee, FMS, USJ
IV.	<b>Approval Authority:</b> Dean, Faculty of Medical Sciences
V.	<b>Effective Date:</b>
VI.	<b>Review Cycle:</b> Annually or upon policy change
VII.	<b>Version:</b> 2_2026

## 1. Purpose

To ensure that all video content published under the **Faculty of Medical Sciences (FMS), University of Sri Jayewardenepura (USJ)** YouTube channel complies with institutional, ethical, copyright, branding, and technical requirements, recognising that all such content considered as **commercial output**.

## 2. Scope

This checklist applies to:

- All video submissions intended for publication on the FMS–USJ YouTube channel
- Academic, non-academic, and student-generated content

## 3. Responsibility and Authority

Role	Responsibility
Content Creator/ Submitter	Accuracy, copyright compliance, ethical conduct
Academic Advisor (student videos)	Content oversight and endorsement
IT & LMS Committee	Evaluation for guideline, ethical, branding, and technical compliance

## 4. Compliance, Monitoring, and Review

- Compliance with this policy shall be monitored by the **IT & LMS Committee**
- Non-compliance may result in corrective action as per University regulations
- This policy shall be reviewed **annually**.



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<b>Serial number</b>	0001/yyyy	<b>Date</b>	dd/mm/yyyy
<b>Video name</b>			
<b>Video duration</b>			
<b>Submitted by</b>			
<b>Academic advisor (student video)</b>			
<b>Department/ Committee / Club</b>			
<b>Category</b>	Academic/ Conference/ Student activity/ Other		

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**Instructions:**

For each criterion, mark “√” where requirements are fully met. Where requirements are not met or require clarification, mark “X” and document the relevant observations or corrective actions.

<b>1</b>	<b>Introduction and Institutional Identification</b>	Introductory segment present	
		Institutional identification included	
<b>2</b>	<b>Content Quality and Fitness for Purpose</b>	Appropriate for intended audience	
		Clear and precise to intended audience	
		Pacing is appropriate	
		Ending is appropriate	
		Duration is appropriate	
<b>3</b>	<b>Audio and Visual Quality</b>	Clarity of speech	
		Slides are legible	
		No long silences	



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4	<b>Ethical and Professional Compliance</b>	No breach of confidentiality or patient privacy	
		Professional and academic tone maintained	
		Required disclaimers included where applicable	
5	<b>Copyright and Licensing Compliance</b>	No use of materials restricted to non-commercial use	
		Licensing terms of third-party materials verified	
		Background music produced by USJ or explicitly licensed for commercial use	
6	<b>Credits and Acknowledgements</b>	Resource persons/ supporting units / staff acknowledged	
		Advisors / reviewers listed where applicable	
		Sponsors declared (if applicable)	
		Contact details included	
7	<b>Technical Conformity</b>	Video quality is good	
		Resolution is good	
		Audio quality is good	

<b>Observations if any:</b>



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<b>Decision and Record of Review</b>	
Approved	
Approved with corrective action (observation documented)	
Rejected (reason documented)	

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<b>Evaluator</b>
<b>Name:</b>
<b>Date:</b>
<b>Signature:</b>

<b>Recommend uploading to faculty YouTube</b>
<b>Chairperson, IT &amp; LMS Committee:</b>
<b>Date:</b>
<b>Signature:</b>