

Equality Impact Assessment (supporting guidance available)

Action Plan

This section is completed at the end of the Equality Impact Assessment. Due to the importance of embedding equality in SQA through our actions the Action Plan will be the focus and record of ongoing actions.

Agreed Schedule Review Date	August 2024	Additional Schedule Review Date	
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Explain how you will monitor and record the actual impact on equality groups, including how the evidence can be revisited to measure the actual impact.

Required Actions	Owner	Date	Comment & Review
Actions taken to monitor the implementation of policy and the impact on equality groups (evidence and consultation)			[ONGOING RECORD]

Identified Actions	General Equality Duty	Owner	Date	Comment & Review
[LIST]	[CROSS REFERENCE]			

Policy Aims

Name of Policy or practice	Candidates with incompatible components
New Policy or Revision	Revision
Name of Policy Owner	Director PAS
Date Policy Owner Confirmed Completion	20 February 2023

What is the rationale for this policy or practice?

To ensure candidates are not disadvantaged by completing incompatible Course assessment components.

Many National Courses have multiple Course assessment components. In most cases this will be a question paper component and a non-question paper component*. There may be occasions when a centre submits assessment material for a non-question paper component or where a candidate sits a question paper component which is not compatible with the final Course entry.

Some examples of incompatible components are:

- Different levels: A candidate may complete a non-question paper component at one level and then decide (or be advised) to enter for the Course and sit the question paper at a different level. E.g., assignment at Higher and question paper at National 5.
- Different versions of the Course: During dual running a candidate may complete a non-question paper component for one version and be entered for and sit the question paper for the other version.
- Different versions of the Course: During dual running a candidate may sit the question paper for the wrong Course e.g. new Higher instead of current Higher.
- Different Courses in the same subject or subject area: e.g. traditional and revised Physics, Human Biology and Biology

What evidence is there to support the implementation or development of this policy or practice?

The implementation of this policy is based on evidence generated at awarding that in a very small number of cases centres have submitted assessment material for a non-question paper component or where a candidate sits a question paper component which is not compatible with the final Course entry.

What are the aims of this policy or practice?

The aim of this policy is to ensure that candidates are not disadvantaged for completing incompatible Course assessment components.

How is the content of these aims relevant to equality groups?

The policy is designed to offer equal opportunity for all groups including those with the protected characteristics.

Evidence, Consultation and Engagement

What stakeholders have you engaged with in the development of this policy or practice?
This is an internal operational policy designed to ensure that all candidate's are not disadvantaged because of an incompatible component entry.

What evidence about equality groups do you have to support this assessment?	
Age	This policy is designed to avoid any candidate being disadvantaged by an incompatible component entry, including those candidates with protected characteristics.
Disability	This policy is designed to avoid any candidate being disadvantaged by an incompatible component entry, including those candidates with protected characteristics.
Race	This policy is designed to avoid any candidate being disadvantaged by an incompatible component entry, including those candidates with protected characteristics.
Religion or Belief	This policy is designed to avoid any candidate being disadvantaged by an incompatible component entry, including those candidates with protected characteristics.
Sex	This policy is designed to avoid any candidate being disadvantaged by an incompatible component entry, including those candidates with protected characteristics.
Sexual Orientation	This policy is designed to avoid any candidate being disadvantaged by an incompatible component entry, including those candidates with protected characteristics.
Gender Re-assignment (Gender identity and transgender)	This policy is designed to avoid any candidate being disadvantaged by an incompatible component entry, including those candidates with protected characteristics.
Marriage/Civil Partnership	This policy is designed to avoid any candidate being disadvantaged by an incompatible component entry, including those candidates with protected characteristics.
Pregnancy / Maternity	This policy is designed to avoid any candidate being disadvantaged by an incompatible component entry, including those candidates with protected characteristics.
Care experience (where relevant)	This policy is designed to avoid any candidate being disadvantaged by an incompatible component entry, including those candidates with protected characteristics.

Impact and Opportunities for Action

The impact that a policy or practice has on an equality group may be different and this requires to be recorded. The impact may not always be negative. Actions are taken to address any differential impact, and include actions to mitigate against any negative impact, to advance equality and to foster good relations between groups.

Each section contains questions for each equality group. These questions are here to support consideration; however, you can provide further detail. Focus initially on the equality groups that would be affected by this policy. If you do not consider that certain equality groups would be affected by this policy, you may leave these sections.

Protected Characteristic	General Equality Duty
Age	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	This policy is designed to avoid any candidate being disadvantaged by an incompatible component entry, including those candidates with protected characteristics.
	Advance equality of opportunity
	This policy is designed to avoid any candidate being disadvantaged by an incompatible component entry, including those candidates with protected characteristics.
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Protected Characteristic	General Equality Duty
Disability	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	This policy is designed to avoid any candidate being disadvantaged by an incompatible component entry, including those candidates with protected characteristics.
	Advance equality of opportunity

	This policy is designed to avoid any candidate being disadvantaged by an incompatible component entry, including those candidates with protected characteristics.
	Foster good relations
	This policy is designed to avoid any candidate being disadvantaged by an incompatible component entry, including those candidates with protected characteristics.
Protected Characteristic	General Equality Duty
Race	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	This policy is designed to avoid any candidate being disadvantaged by an incompatible component entry, including those candidates with protected characteristics.
	Advance equality of opportunity
	This policy is designed to avoid any candidate being disadvantaged by an incompatible component entry, including those candidates with protected characteristics.
	Foster good relations
	This policy is designed to avoid any candidate being disadvantaged by an incompatible component entry, including those candidates with protected characteristics.
Protected Characteristic	General Equality Duty
Religion or Belief	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	This policy is designed to avoid any candidate being disadvantaged by an incompatible component entry, including those candidates with protected characteristics.
	Advance equality of opportunity
	This policy is designed to avoid any candidate being disadvantaged by an incompatible component entry, including those candidates with protected characteristics.

	Foster good relations
	This policy is designed to avoid any candidate being disadvantaged by an incompatible component entry, including those candidates with protected characteristics.
Protected Characteristic	General Equality Duty
Sex	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	This policy is designed to avoid any candidate being disadvantaged by an incompatible component entry, including those candidates with protected characteristics.
	Advance equality of opportunity
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	Foster good relations
	This policy is designed to avoid any candidate being disadvantaged by an incompatible component entry, including those candidates with protected characteristics.
Protected Characteristic	General Equality Duty
Sexual Orientation	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	This policy is designed to avoid any candidate being disadvantaged by an incompatible component entry, including those candidates with protected characteristics.
	Advance equality of opportunity
	This policy is designed to avoid any candidate being disadvantaged by an incompatible component entry, including those candidates with protected characteristics.
	Foster good relations

	This policy is designed to avoid any candidate being disadvantaged by an incompatible component entry, including those candidates with protected characteristics.
Protected Characteristic	General Equality Duty
Gender Re-assignment (Gender identity and transgender)	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	This policy is designed to avoid any candidate being disadvantaged by an incompatible component entry, including those candidates with protected characteristics.
	Advance equality of opportunity
	This policy is designed to avoid any candidate being disadvantaged by an incompatible component entry, including those candidates with protected characteristics.
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Marriage/Civil Partnership	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
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Protected Characteristic	General Equality Duty
Pregnancy / Maternity	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
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	Foster good relations
This policy is designed to avoid any candidate being disadvantaged by an incompatible component entry, including those candidates with protected characteristics.	
Considered by SQA	General Equality Duty
Care experience (where relevant)	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	This policy is designed to avoid any candidate being disadvantaged by an incompatible component entry, including those candidates with protected characteristics.
	Advance equality of opportunity
	This policy is designed to avoid any candidate being disadvantaged by an incompatible component entry, including those candidates with protected characteristics.
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Rationale

If you are proceeding with a decision that may have a negative impact and are not putting in place actions to mitigate against this, please explain how this is objectively justified.

No impacts were identified as a result of this administrative policy. The policy must balance human error in administering qualifications against validity of the components of the qualification.