

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	September 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]
Update EqIA with learner evidence when the Pupil Census data is prepared	Policy and Research Manager	August 2023	

Identified Actions	General Equality Duty	Owner	Date	Comment & Review
[LIST]	[CROSS REFERENCE]			
No impact or opportunity identified				

Policy Aims

Name of Policy or practice	Retention of candidate assessment records for SQA centres
New Policy or Revision	Revision
Name of Policy Owner	Policy and Research Manager
Date Policy Owner Confirmed Completion	22 September 2021

What is the rationale for this policy or practice?

A policy on the retention of candidate assessment records for SQA centres is required to:

- maintain national standards and minimise any risk of wrongful certification claims
- ensure that sufficient assessment and verification records are retained to allow for the review of assessment over time.

This policy applies to SQA centres that offer SQA qualifications and/or SQA accredited qualifications and/or regulated qualifications.

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

This policy has undergone a minor review and no major changes have been made. The policy is for centres to ensure that accurate records are kept and does not impact on people who share protected characteristics. The policy describes an internal administrative process in relation to candidate assessment records which centres must adhere to.

Discussions with colleagues in Operations has taken place regarding the content and no concerns regarding the impact of this policy on people who share protected characteristics have been raised.

What are the aims of this policy or practice?

The policy is for centres to ensure that accurate records are kept.

These records must show:

- ◆ a list of candidates registered with SQA for each qualification offered in the centre
- ◆ details of candidate assessment, including the name of the assessor, location, date and outcome
- ◆ internal verification activity
- ◆ certificates claimed

Centres must make these records available to the external verifier, SQA Awarding Body, SQA Accreditation and the appropriate regulatory authorities on request.
Centres must store records securely, in a retrievable format.

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

The policy is for centres to ensure that accurate records are kept for the correct amount of time. This policy is for all SQA learners who produce evidence for assessments, this includes all candidates who align to any of the protected characteristics.

Evidence, Consultation and Engagement

What stakeholders have you engaged with in the development of this policy or practice?
We held discussions with colleagues in Operations Directorate at SQA regarding the content of the policy.

What evidence about equality groups do you have to support this assessment?	
Age	<p>The policy concerns the retention of candidate assessment records by centres. The policy describes an internal administrative process in relation to candidate assessment records which centres must adhere to.</p> <p>SQA do not currently hold this data on our learners, but are working towards access via the Pupil's Census. The EqIA will be updated to reflect this data once it has been obtained.</p>
Disability	<p>The policy concerns the retention of candidate assessment records by centres. The policy describes an internal administrative process in relation to candidate assessment records which centres must adhere to.</p> <p>SQA do not currently hold this data on our learners, but are working towards access via the Pupil's Census. The EqIA will be updated to reflect this data once it has been obtained.</p>
Race	<p>The policy concerns the retention of candidate assessment records by centres. The policy describes an internal administrative process in relation to candidate assessment records which centres must adhere to.</p> <p>SQA do not currently hold this data on our learners, but are working towards access via the Pupil's Census. The EqIA will be updated to reflect this data once it has been obtained.</p>
Religion or Belief	<p>The policy concerns the retention of candidate assessment records by centres. The policy describes an internal administrative process in relation to candidate assessment records which centres must adhere to.</p> <p>SQA do not currently hold this data on our learners, but are working towards access via the Pupil's Census. The EqIA will be updated to reflect this data once it has been obtained.</p>
Sex	<p>The policy concerns the retention of candidate assessment records by centres. The policy describes an internal administrative process in relation to candidate assessment records which centres must adhere to.</p>

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Sexual Orientation	<p>The policy concerns the retention of candidate assessment records by centres. The policy describes an internal administrative process in relation to candidate assessment records which centres must adhere to.</p> <p>SQA do not currently hold this data on our learners, but are working towards access via the Pupil's Census. The EqIA will be updated to reflect this data once it has been obtained.</p>
Gender Re-assignment (Gender identity and transgender)	<p>The policy concerns the retention of candidate assessment records by centres. The policy describes an internal administrative process in relation to candidate assessment records which centres must adhere to.</p> <p>SQA do not currently hold this data on our learners, but are working towards access via the Pupil's Census. The EqIA will be updated to reflect this data once it has been obtained.</p>
Marriage/Civil Partnership	<p>The policy concerns the retention of candidate assessment records by centres. The policy describes an internal administrative process in relation to candidate assessment records which centres must adhere to.</p> <p>SQA do not currently hold this data on our learners, but are working towards access via the Pupil's Census. The EqIA will be updated to reflect this data once it has been obtained.</p>
Pregnancy / Maternity	<p>The policy concerns the retention of candidate assessment records by centres. The policy describes an internal administrative process in relation to candidate assessment records which centres must adhere to.</p> <p>SQA do not currently hold this data on our learners, but are working towards access via the Pupil's Census. The EqIA will be updated to reflect this data once it has been obtained.</p>
Care experience (where relevant)	<p>The policy concerns the retention of candidate assessment records by centres. The policy describes an internal administrative process in relation to candidate assessment records which centres must adhere to.</p> <p>SQA do not currently hold this data on our learners, but are working towards access via the Pupil's Census. The EqIA will be updated to reflect this data once it has been obtained.</p>

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
	The policy concerns the retention of candidate assessment records by centres. The policy describes an internal administrative process in relation to candidate assessment records which centres must adhere to.
	Advance equality of opportunity
	No impact or opportunity identified
	Foster good relations
	No impact or opportunity identified
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Protected Characteristic	General Equality Duty
Gender Re-assignment	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010

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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
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	Advance equality of opportunity
	No impact or opportunity identified
	Foster good relations
No impact or opportunity identified	

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 impact or opportunity identified