

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	21 January 2023	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]			
Monitoring of changes to Data Protection legislation in conjunction with Data Protection team.	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010	ADS/ Data Gov Team	Ongoing Review 21/01/23	
Monitoring of repeated requests for marked examination scripts through SAR or FOI channels, also in conjunction with Data Protection team.	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010	ADS/ Data Gov Team	Ongoing Review 21/01/23	

Policy Aims

Name of Policy or practice	External Assessment: Examination Scripts Policy
New Policy or Revision	Revision
Name of Policy Owner	Head of NQ Delivery: Assessment & Data Services
Date Policy Owner Confirmed Completion	21 January 2022

What is the rationale for this policy or practice?

This policy applies to all learners undertaking SQA qualifications, who have undertaken a timetabled examination and produced an examination script which has been externally marked.

The policy sets out SQA's decision making in relation to the return of marked scripts to learners/learner representatives or centres. SQA does not return marked scripts to learners/learner representatives or centres.

SQA applies the exemption in the Data Protection Act 2018, in respect of a learner's right to access examination scripts and marks.

However, through a Subject Access Request (SAR), SQA provides to learners:

- Front and back pages of the assignment flyleaf
- Front and back pages of the question paper
- Music mark sheets if applicable
- Navigator screens (details learner entry and result information)
- Results processing screens (details learner entry and component mark information)
- Assessment Arrangements Request Checklist
- Post Results Services (PRS) screens (detailing PRS request information and result)

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

SQA is not in receipt of evidence to evaluate the impact of this policy on equality groups.

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However, through a SAR, SQA provides to learners:

- Front and back pages of the assignment flyleaf
- Front and back pages of the question paper
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- Assessment Arrangements Request Checklist
- PRS screens (detailing PRS request information and result)

SQA provides multiple contact points for a learner to request information in relation to their marked examination scripts which is to enable a range of opportunities to access information. Each request will be managed in line with internal processes; however, we are not currently requested to collate the number of requests to enable our processes to be undertaken.

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

SQA is not in receipt of evidence to evaluate the impact of this policy on equality groups.

Evidence, Consultation and Engagement

What stakeholders have you engaged with in the development of this policy or practice?
Currently not relevant. This policy outlines SQA's approach to the return of marked scripts to learners/learner representatives or centres. SQA does not return marked scripts to learners/learner representatives or centres.

What evidence about equality groups do you have to support this assessment?	
Age	SQA is not in receipt of evidence to evaluate the impact of this policy on equality groups.
Disability	
Race	
Religion or Belief	
Sex	
Sexual Orientation	
Gender Re-assignment (Gender identity and transgender)	
Marriage/Civil Partnership	
Pregnancy / Maternity	
Care experience (where relevant)	

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 Disability Race	<ul style="list-style-type: none"> • Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010 • Advance equality of opportunity • Foster good relations
Religion or Belief Sex Sexual Orientation Gender Re-assignment (Gender identity and transgender) Marriage/Civil Partnership Pregnancy / Maternity	<p>There is no evidence or information to suggest at present that specific equality groups are differentially impacted by SQA's approach to the management of SARs in relation to marked examination scripts.</p> <p>Where evidence or information is made available, including an increase in SARs, SQA will review its decision. Furthermore, SQA will review its decision in light of any legislative changes.</p> <p>SQA provides other avenues of information to learners.</p> <p>SQA does provide information and support to learners in other forms and in exceptional situations SQA will provide marked examination scripts in the interests of learner welfare and/or legal obligation:</p> <ul style="list-style-type: none"> • Where a learner expresses concerns about their own, or another person's, wellbeing, or welfare SQA will provide evidence to the Police, Social Services or to the learner's centre • Where a learner submits a SAR or Freedom of Information Request (FOI), whilst the learner will not receive their marked examination script, the learner will be provided with further information. As part of a SAR, SQA provides to learners: <p>Front and back pages of the assignment flyleaf</p>

Care experience (where relevant)	<p>Front and back pages of the question paper Music mark sheets if applicable Navigator screens (details learner entry and result information) Results processing screens (details learner entry and component mark information) Assessment Arrangements Request Checklist PRS screens (detailing PRS request information and result)</p> <ul style="list-style-type: none"> • Learners are or can be provided with pieces of assessed coursework with redaction of any marking information. The information that is redacted is any personal marker details e.g., marker name, marker number and any comments written by the marker in relation to the marking of the material. • Learner/ learner representatives or centres, who meet eligibility criteria are able, to address perceived issues or imbalances in the marking process through a range of post results services • Learners/ learner representatives or centres are able, depending on circumstances have the right to submit appeals to SQA, for the decisions outlined in SQA's Appeals Process.
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Rationale

<p>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.</p>
<p>SQA acknowledges that there could be a differential impact on learners from certain equality groups; however, SQA is not aware of or in receipt of any evidence to suggest this. Furthermore, to support learners understanding of their marked examination scripts, SQA provides information through SARs. For learner welfare/ legal obligation issues we do ensure that all materials are provided to relevant authorities, when required, and for requests out with marked examination scripts, further information about a learner's results can be provided as detailed above.</p> <p>SQA will ensure that it takes into consideration any identifiable patterns in requests for marked examination scripts. Further that it will respond to any changes to legislation.</p> <p>Whilst no consultation or monitoring is planned to specifically evaluate the impact of the policy SQA will review this policy in light of changes to legislation and identifiable patterns in SAR received which is outlined in our actions.</p>