

Equality, Diversity and Inclusion Policy for Users of our Qualifications

Table of Contents

Introduction.....	3
Scope.....	3
Protected characteristics	3
Assessment development and delivery.....	4
Recording and Monitoring	4
Associated policies	4
Policy version and owner	4
Regulatory references.....	4

Introduction

CIOLQ is committed to eliminating discrimination and promoting diversity and inclusion. It believes that everyone should be treated fairly and with respect and dignity, no matter what their background or circumstances are. CIOLQ recognises that every person is an individual with different needs, preferences and abilities. It aims to reflect this diversity in everything it does, including offering exams in an inclusive and accessible form.

This policy sets out our approach to equal opportunities and the avoidance of discrimination during exams.

CIOLQ has a commitment to diversity that:

- recognises and seeks to redress inequality and disadvantage where possible
- treats all in a fair, open and honest manner
- recognises the right of candidates
- promotes equality of opportunity
- encourages its workforce and the organisation as a whole to be more responsive to the needs of candidates.

Scope

This policy is aimed at all candidates taking our qualifications and assessment and delivery centres (users) who deliver our qualifications to candidates as well as any person/s who have input or involvement in our qualifications. The policy will be used by our staff to ensure that they are dealing with all requests for Special Consideration and qualification related enquiries in a fair and consistent manner.

Protected characteristics

CIOLQ will not seek to unlawfully discriminate against the users of our qualifications including those with protected characteristics which are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

The following forms of discrimination are prohibited under this policy and are unlawful:

- **Direct discrimination:** treating someone less favourably because of a Protected Characteristic

- **Indirect discrimination:** a provision, criterion or practice that applies to users of our qualifications but adversely affects people with a particular Protected Characteristic more than others, and is not justified
- **Disability discrimination:** this includes direct and indirect discrimination of the treatment of users of our qualifications because of the effects of a disability, and failure to make Reasonable Adjustments in line with our Reasonable Adjustments Policy found [\[here\]](#).

Assessment development and delivery

The Board of Trustees, staff and assessors recognise their personal role in making CIOLQ a genuinely inviting and inclusive organisation. CIOLQ will ensure that all staff and assessors know about this policy and their responsibilities within it, by including it within induction training, ensuring that it has a high profile within internal communications and practices.

Recording and Monitoring

CIOLQ will record, monitor and review actions and decisions taken by trustees and staff. Monitoring will be carried out on the basis of ethnic background, gender, age, place of residence, sexual orientation and disability. Provision of individual monitoring data will be supplied on a voluntary basis.

Associated policies

Please read this policy in conjunction with our Reasonable Adjustments Policy found on our website [\[here\]](#).

Policy version and owner

Policy review date	November 2021
Policy owner	Executive Officer and PA to Chief Executive

Regulatory references

Ofqual General Conditions of Recognition
Condition G6: Arrangements for Reasonable Adjustments
Condition G7: Arrangements for Special Consideration
Qualifications Wales
Condition G6: Arrangements for Reasonable Adjustments
Condition G7: Arrangements for Special Consideration