



**Oriental Fine Arts Academy of London (OFAAL) ®**

Founded: 1993, Registered Charity No: 1103602

Registered Trademarks CTM:013858519, 013858493



# Equality and Diversity Policy

**Date of Policy:** July 2021

**Committee:** Full Board of Trustees

**Next review due by:** July 2023



**OFAAL will ensure that the policy is applied fairly to all employees and does not have a negative impact in relation to OFAAL's equality strands: race, sex, religion and belief, sexual orientation, age, disability, gender reassignment, marriage and civil partnership and pregnancy and maternity.**

## General

OFAAL is committed to promoting an environment where all individuals are encouraged to achieve their full potential and develop their skills, encouraging its teachers to maintain an open approach towards the different talents and abilities offered by all their students.

OFAAL is committed to ensure that examination centre is DDA (Disability, Discrimination Act) compliant.

OFAAL undertakes to comply with the requirements of equalities legislation in force at the time and to ensure that it has systems in place to ensure that it does not discriminate against any teacher, student, candidate, employee, or parent either directly or indirectly.

Direct discrimination occurs where the reason for a person being treated less favourably than another is one of the following, which are known as protected characteristics:

- Age
- Disability
- Being pregnant or having a child
- Race including colour, nationality, ethnic or national origin
- Religion, belief or lack of religion or belief
- Being married or in a civil partnership
- Gender
- Sexual orientation
- Being or becoming a transsexual person

OFAAL requires all teachers, examiners, approved examination centres to adhere to the current legislation and not discriminate in any of these respects.

In order for OFAAL to prove itself as unprejudiced, students' personal details are requested upon registration with the OFAAL. We hope this does not offend, but need to ask these questions in order to prove that we operate equal opportunities throughout the organisation. Please note OFAAL will observe the guidelines of the Data Protection Act.

Personal information will be held on file only as necessary for the operation of our business and will not be disclosed to any party outside of the OFAAL without the consent of the person involved.

## OFAAL Qualifications

Circumstances of which teachers must be aware:

Minimum age limits apply for entry to some examinations and qualifications. This is either to protect the health and safety of the candidate where physical development may be insufficient to meet the demands of certain syllabi; or where they are responsible for children in class.

OFAAL qualifications are developed to be open to all, and achievement is measured against assessment criteria according to their ability. As part of its process OFAAL undertakes to consult with its trustees and music and dance committee to ensure there are no barriers in the design and equal assessment of qualifications particularly in regard to:

- those with disabilities (those who are disabled)
- those who may be of any specific ethnic group
- transgender students, or either gender

It will ensure that the syllabi and assessments proposed do not disadvantage such candidates or give those with disabilities an advantage over non-disabled candidates, whilst maintaining the competence standard for the level of the examinations.

In the Equality Act of 2010, a person is “disabled” if he or she has a physical or mental impairment that has a substantial and long-term effect that is on his or her ability to carry out normal day to day activities.

OFAAL reminds its teaching members that it should not treat disabled students less or more favourably than non-disabled students simply because of their disability. The overriding approach taken by teachers is that so far as possible all students should be afforded the same treatment, and that where they have a disabled student, adjustments should be made to their normal examination conditions as far as reasonable.

OFAAL monitors its entries and examination results by gender, age and ethnicity in order to ensure as far as possible that there are no barriers, and that results are awarded consistently. All written examinations are anonymous to the markers.

### **Policy and procedures for disabled candidates**

OFAAL recognises that there are some candidates who have coped with the demands of the course, and can demonstrate their ability in the examinations, but for whom the normal examination arrangements may provide difficulties that could be removed without affecting the validity of the examination. In this case the candidate or institute can apply for a variation in the examination conditions, as suitable for the candidate. This may include candidates with limitations in certain parts of the examination only, who must demonstrate to the best of their capability, and who can additionally discuss what they are trying to achieve.

### **Candidates with requiring reasonable adjustments to assessment conditions**

Assessment conditions may be varied, for example, in the following ways, on an individual candidate basis, by means of advance permission from the OFAAL committee only.

It is important both to disabled learners and to public confidence that the qualifications achieved are seen to be of the same value for all candidates, and provide a reliable indication of the knowledge, skills and understanding of the candidate. Therefore, what the candidate is being assessed on must be the same for all, and marking against those criteria may not be adjusted because of any disability.

OFAAL will seek as much information as possible from the teacher and professionals as appropriate in relation to a particular candidate’s disability and severity, and encourages candidates to discuss the application in detail if they are unusual or complex, so that advice can be given. OFAAL reserves the right to grant an adjustment according to its standard types of adjustments in relation to all similarly disabled candidates, rather than exactly as the candidate has requested. This is to ensure parity of adjustments as far as possible.

If a disabled candidate is to be submitted for examination, the candidate or institute must send an email to OFAAL administration team [admin@ofaal.org](mailto:admin@ofaal.org), a minimum of four weeks prior to the official examination, together with a doctor’s letter and other supporting evidence as relevant.

Many disabled candidates have a physical or mental impairment which do not need any changes to the examination assessment itself, but it is helpful for the examiner to be aware. This is good practice so that the examiner can ensure that the candidate has the best possible examination experience.

OFAAL will consider the request for a particular adjustment and may discuss this further with the teacher, and with the music and dance committee. The teacher and examiner will be informed of the adjustment granted, with full details of the candidate's disability supplied to the examiner, as soon as possible, but at least one week prior to the examination.

### **Candidates requiring special consideration**

Special consideration applies where candidates may have a temporary illness or an adverse effect that could affect their performance. It is not normally appropriate therefore for candidates to apply for this in the case of a disability or learning difficulty which are known to be permanent and covered by reasonable adjustments.

All cases would be considered on an individual basis.

If a candidate is unable to take any examination due to illness, either by withdrawing beforehand, or on the day, OFAAL reserves the right to allocate the admission to a later examination date on a discretionary basis as deemed appropriate by the trustees.

If the injury is too close to the examination date to send in a medical certificate, it may be presented to the examiner on the day. However, OFAAL reserves the right to refuse entry to the candidate if the examiner judges that the injury is such that it would be damaging to the health and safety of the candidate. It should be noted that there is no liability on the part of OFAAL or the examiner if any injury occurs during the OFAAL examination.

### **Examinations**

During the course of an examination, if a candidate suffers an injury or becomes unwell, the examiner will stop the examination and determine the severity of the problem. The candidate will be given the opportunity of a short break before recommencing if they so wish. If the candidate cannot complete the examination, the examiner will confirm the details in writing to the examination committee and include the candidate's result sheet.

### **Right to Appeal**

- Candidates are requested to contact the Examinations Appeals Officer at OFAAL in writing, via [appeals@ofaal.org](mailto:appeals@ofaal.org), within no later than five days of OFAAL announcing the results.
- OFAAL will not entertain appeals around speculative grading (i.e before the results are released).
- In all correspondence, please state the index number, candidate name, subject, grade and the complaint, providing as much as information as possible for enabling OFAAL to conduct a thorough investigation.

- As appeals are handled by the Examinations Appeals Officer, Trustees and/or music committee, an appeal can only raise concerns about a single subject. If there are concerns around multiple examination subjects, each must be raised separately.
- All exam related appeals are handled through a staged process, and therefore will be responded to in writing, and verbal communications are discouraged.
- If the candidate is aged below 16, their parent or guardian should submit the appeal on their behalf.
- Concerns around errors in examinations must be addressed to General Complaints (complaints@ofaal.org).
- The appeals will not affect the outcomes of future examinations.

### **Process of Handling Appeals**

OFAAL will aim to handle each appeal carefully through stringent process. The Examinations Appeals Officer will oversee the process with the support of the Appeals Sub-Committee, trustees and/or music committee.

The Examinations Appeals Officer will lead the investigation of the appeal, with the Appeals Sub-Committee, establishing the basis of appeal, potentially involving remarking wherever applicable and necessary. An appeal may be rejected or upheld depending on the outcomes of the investigation.

- If the appeal is upheld: OFAAL will re-issue the examination results (in conjunction with any other parallel appeals). Please note that grades may go up or go down.
- If the appeal is rejected: OFAAL will write to the appellant outlining the outcome of the investigation.

The outcomes of the appeal are communicated within 30 days of receiving the complaint. The decision/resolution of the Appeals Sub-Committee is final.

OFAAL will charge £25 per appeal, per subject, which will be refunded if the appeal is upheld.

### **Data Protection and Confidentiality**

In line with the General Data Protection Regulation (GDPR), all personal data collected will be stored securely in accordance with the OFAAL Data Protection Policy and Privacy Statement. Only authorised personnel will have access to this data.

ARTS EXAMINATIONS  
OFAAL