



# **Equality Policy**

## The APM Group Limited QMS

### **Related Documents**

Equality Policy on the websites

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## **Equality Policy**

### **1. Equality Act 2010**

APMG make every reasonable effort to comply with the United Kingdom Equality Act 2010, the US Rehabilitation Act, the Americans with Disabilities Act, Canadian federal and provincial law regarding disabilities, the Australian Disability Discrimination Act and other similar laws in all countries in which we operate. These laws or the context involving these laws are and use this as a basis for APMG's international policy. This aims to make appropriate accommodation for less able candidates and to avoid discrimination with APMG employees or by them in the process of accreditation of trainers, consultants and IA professionals. Each applicant is taken on merit and no prejudice is shown in relation to gender, age, race, religion, disability or any other factor protected by law outside of the APMG assessment criteria.

All our open centre examination venues have excellent access for candidates attending examination sessions and reasonable adjustments/accommodations can be made upon request for those candidates with access or support requirements to help them gain their qualification.

Please note that where the disability as to which additional requirements are being sought presents itself physically, and as such can be visually verified by the trainer who has met the candidate, written confirmation of the condition does not need to be provided.

Where the disability as to which adjustments/accommodations are being sought is not physically presented, and as such cannot be observed by the trainer, written confirmation should be provided.

Ideally where appropriate and to the extent permitted by law, written confirmation will be in the form of a medical assessment report, with recommendations as to the adjustments/accommodations which would be suitable for the candidate. Please note, that circumstances where the disability is uncertain or not clear, the information APMG requests is simply the recommendation for the adjustment/accommodation and why this is considered appropriate or reasonable. The applicant may redact any other detail (including medical detail) unrelated to the disability or the accommodation/adjustment he or she does not wish to share.

Where the candidate is unable to obtain a medical assessment report, other appropriate data will also be considered.

### **2. Candidates with access or support requirements**

APMG makes every reasonable effort to ensure that candidates with access and/or support requirements can sit the examination within reasonable limits to ensure they have as equal a chance as any other well-prepared candidate to pass the examination. This means providing reasonable adjustments/accommodations where appropriate.

APMG believe that each candidate is different and that individuals will have differing access and/or support needs and as such we will make every effort to provide reasonable adjustments/accommodations suited to individual access or support requirements. Adjustments/accommodations vary in accordance with the underlying disability and involve possibilities as broad as the use of braille to extended time on the examination to varying

arrangements for the actual testing. Providing a list of all potential disabilities, adjustments or accommodations is not practical as each disability and related need for adjustment/accommodation is analysed based on the individual's particular circumstances. Individuals are encouraged to raise and discuss their situations as well as to suggest their own ideas for reasonable adjustments/accommodations

If a candidate is thinking of taking the examination and that candidate requires additional time or specific adjustments/accommodations, the candidate should contact their training organisation who will liaise with APMG and make the appropriate arrangements for the candidate or the candidate can raise and discuss the situation with APMG directly if attending an examination at a public centre or taking a public examination via APMG's online proctoring services.

Please note that where APMG uses a 3rd party venue/personnel for public examinations, APMG will need to liaise with the venue regarding possible adjustments/accommodations and so will not be able to commit to the request for adjustment/accommodation until confirmation has been received from the 3rd party.

No matter the testing context, APMG encourages an interactive discussion with a candidate who has a disability and needs a reasonable adjustment/accommodation. Such candidates are encouraged to ask about such matters in advance to allow for planning and coordination of adjustments/accommodations. However, where reasonable, a discussion regarding adjustments/accommodations can occur at any time, although some requests may not be able to be responded to if raised for the first time at the actual time of the examination.

As suggested above, adjustments/accommodations also apply to the venue or location of an examination. If a candidate is aware of or concerned about potential access issues or there is a need for special examination logistics or procedures, the candidate should raise such concerns on a timely basis.

Local law will be applied regarding adjustments, accommodations and access issues as applicable law may vary in different countries.

### **3. Candidates with Writing Difficulties**

Where a candidate has an adjustment, which requires a computer to be used that is not connected to the APMG online exam delivery system, the Scheme Committee has approved the following guidelines.

#### **3.1 Guidelines**

The candidate is allowed to type their answers rather than write them, with the Invigilator / Proctor / Supervisor following the guidelines below:

#### **3.2 Computer/Laptop Use**

The computer to be used should ideally be supplied by the ATO/Invigilator/Proctor/Supervisor, not by the candidate, unless the candidate can confirm to the ATO/APMG that they need to supply their own. This may be the case for visually impaired candidates.

If delegates are authorised to use their own computer, they must be advised that it must be cleaned of all relevant material (e.g. templates, copies of core guidance, mock/sample papers or practice answers etc) and a technically competent member of the ATO will check that the systems have been wiped prior to the examination, from which time the computer will not be returned to the candidate until the examination starts.

APMG recommend that while invigilating the examination the invigilator/proctor/supervisor sit at the rear of the room so that the screens are visible so they can more easily police any copy and paste activity or possible wireless connections to websites.

Where an essay examination is being returned, each candidate's document must be saved onto an electronic storage device (CD, disk, or USB key) clearly showing their candidate number and date of examination, immediately after the examination and given to the Invigilator/Proctor/Supervisor. The file name of the document should be <candidate number and examination date>. The invigilator/proctor/supervisor should check the disk and make a printed copy and return both the disk and a printed copy of the document to APMG with the rest of the Examination papers, in the usual manner. The examination will not be marked if a proper copy of the script is not provided.

The Invigilator/Proctor/Supervisor must delete the electronic copy of the answers from the computer/laptop after a copy has been created on storage media and a hard copy printed. This must include final deletion from the 'recycle bin' or any other computer drive copy or image of the document.

Candidates may not copy any information into their answer papers but must type all their answers. However, despite the above precautions, it is possible that candidates may attempt to "paste" in text from reference documents, e.g. the Reference Manual for the product. Any such text detected during or after the examination by the ATO/Invigilator/Proctor/Supervisor is to be highlighted on the document. Marks will not be awarded for pasted text.

### **3.3 Examinations**

The candidate should take the examination in a separate room to other candidates, as a clicking keyboard could be a distraction to the other candidates. Ideally, an invigilator should be provided for each room. However, if necessary, a single Invigilator/Proctor/Supervisor can be used to monitor examinations in immediately adjacent rooms. If under exceptional circumstances this is not viable and the candidate needs to remain in the same room, all candidates must agree they will not be distracted and enter an appeal unless required otherwise by applicable law.

Additionally, APMG may offer extra time to candidates with writing difficulties on a discretionary basis if such extra time legitimately constitutes a reasonable adjustment/accommodation. Requests should be made to APMG.

Only in very exceptional circumstances will APMG be able to offer oral examinations, in the event of a candidate being unable to write or type. Decisions will be made on a case by case basis.

## **4. Assessments**

Candidates, who for security reasons require a face-to-face assessment interview and who have mobility issues may request for the interview to be conducted at premises which meet

their accessibility needs. If a candidate is thinking of applying for IA certified professional status and require both a face-to-face interview and a venue with specific accessibility, then please contact APMG directly to discuss the candidate's requirements further.