Equality Impact Assessment Template

If you require this template in an alternative format, such as large print or a coloured background please contact HRHelpline@ed.ac.uk.

You'll find it useful, before filling in this assessment template, to complete the online course:
Introducing Equality Impact Assessment

This template is designed to be used alongside the:
EqIA Guidance and Checklist
EqIA Policy Statement

EqIA covers policies, functions, practices and activities, including decisions and the delivery of services, but will be referred to as 'policy/practice' hereinafter.

A. Key Information	
Policy/practice name:	**Noteable Service**
General background/aims of policy/practice:	Lecturers can choose to use Noteable as a core tool within their teaching to run courses and assignments on Noteable through a University's VLE. There are over 9,000 yearly users of Noteable across the University of Edinburgh, comprising of
School/Dept:	EDINA, Information Services Group
Assessed by: (name & job title)	James Stix Services Manager, EDINA
Sign off by: (name & job title)	James Stix Services Manager, EDINA
Sign off date:	1/7/25
Review date:	

B. Reason for EqIA	(check one)
New policy/ practice is proposed	☐
Change to existing policy/practice is proposed	☐
Other (describe in Section D below)	☒

C. Who will most impacted by this proposal?
Consider carefully how your proposal will impact both positively and negatively on people from different groups.

Consider the 9 protected characteristics as below in your proposal. There may be other identity characteristics that you wish to also include in your impact assessment. It is expected that you will consider all equality groups for impact. Please indicate below (with a tick) which groups you feel will be most affected by your proposal.

Age	☐	Race (including ethnicity and nationality)	☐	Marriage and civil partnership[1]	☐
Disability	☐	Religion or belief (including no religion or belief)	☐	Sex	☐
Gender reassignment	☐	Pregnancy and maternity	☐	Sexual orientation	☐
Other characteristics	☐				

D. Consideration of Impact
Show your considerations of how all of the above protected characteristics may be impacted. The following prompts will help you to reflect:

- What information and evidence do I have about the needs of relevant equality groups – is this sufficient to fully assess impact?

- Could this policy/practice lead to discrimination (direct or indirect), harassment, victimisation, or create barriers or less favourable treatment for particular groups and how can you mitigate any negative impacts?

- Does this policy/practice contribute to advancing equality of opportunity and fostering good relations?

- How can communication of the policy/practice be made accessible to all relevant groups?

The Noteable service is available to all staff and students at the University of Edinburgh and to licensed subscribers, and therefore it has the potential to affect all nine protected characteristics. However, the protected characteristic of disability may experience the

[1] Note: only the duty to eliminate discrimination applied to marriage and civil partnership. There is no need to have regard to advancing equality or opportunity or fostering good relations in this respect.

greatest impact, as this is an online system, and needs to be accessible in line with the Web Content Accessibility Guidelines 2.1 AA standard, including being compatible with assistive technology. The aforementioned assistive technology includes voice recognition software, screen readers or screen magnification software. Reasonable adjustments will need to be in place should a disabled staff member be unable to use the system and we were unable to rectify this. Moreover, due to The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018, the application needs to have an accessibility statement which is currently available through the Noteable website https://noteable.edina.ac.uk .

Race is a relevant characteristic, as the service is configured for the English language. English is the main teaching language of the University and existing subscribers, so we do not envisage this should create any disadvantage. Noteable is accessible internationally (including in China and Russia) and the University of Edinburgh offers access to a VPN which ensures consistent access to services like Noteable.

Students and staff at the University of Edinburgh register to access the Noteable service through the LEARN Virtual Learning Environment platform as an add-on service which complements other tools and knowledge in a course, with Noteable students could work on assignments specifically developed within the Noteable platform. This access also applies to licensed subscribers to the service through their own institutional Virtual Learning Environment. If a student could not use Noteable for an assignment, then reasonable adjustments would be put in place to provide an alternative platform to complete the assignment.

Noteable uses a Learning Tool Interoperability software functionality. It is provided through a user's unique authentication key and is accessible on any browser on any device. It is currently used primarily on staff's institutional devices and students' own devices and primarily used online, while on some occasions Noteable might be used simultaneously in class to carry out a learning activity. The information required to access the service is their Unique User Name and affiliated course information required to sign them into the service. Noteable does not require students being present at a particular location on campus to be used. Where there are any technical issues with the service, the Noteable team will aim to resolve these immediately and communicate through a message directly on the service of any outage or disruptions to Noteable. The service makes it significantly easier to work asynchronously and remotely as the service is web-based and online 24/7, 365 days a year unless there is any scheduled maintenance which requires pausing live access to the service, during which we would alert users in advance, including through a Statuspage and contact with site representatives to disseminate wider across the user base. Noteable provides benefits for students to work according to their own distinct schedules and from a preferred location given its online nature and authentication through the University of Edinburgh's VLE .

E. Equality Impact Assessment Outcome Select one of the four options below to indicate how the development/review of the policy/practice will be progressed and state the rationale for the decision.	(check one)
Outcome 1: No change required – the assessment is that the policy/practice is/will be robust.	☒
Outcome 2: Adjust the policy or practice – this involves taking steps to remove any barriers, to better advance equality and/or to foster good relations.	☐
Outcome 3: Continue the policy or practice despite the potential for adverse impact, and which can be justified.	☐
Outcome 4: Stop the policy or practice as there are adverse effects which cannot be prevented/mitigated/or justified.	☐

F. Action and Monitoring Describe any actions you will take to address the findings of this EqIA. • How can I involve equality groups or communities in the ongoing monitoring, review and potential future development, of this policy/practice? Describe how the policy/practice will be monitored going forward, to ensure that impact is frequently reviewed. Make sure you add a review date in Section A above.
The EqIA will be reviewed on an ongoing basis as the service develops **Staff will be reminded of the need to make reasonable adjustments, and to provide documentation in alternative formats, upon request.** **We will monitor all feedback, positive and negative, related to any of the nine protected characteristics.** **Any accessibility issues will be noted through the EDINA website** **https://noteable.edina.ac.uk**

G. Publish

Send your completed EqIA to the HR EDI team (equalitydiversity@ed.ac.uk) to published, and keep a copy for your own records.