



# ALSOP HIGH SCHOOL

## Conflict of Interest Procedures

### Exams

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## **Introduction**

Alsop High School adheres to the Conflict of Interest guidance outlined in section 5.3 of the JCQ General Regulations document. Alsop High School is required to have in place a conflict of interest policy that enables us to identify, manage and mitigate conflict of interest. All staff and other individuals have a responsibility to be aware of the potential for a conflict of interest.

We must keep records including details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected. These documents are kept in a folder and are available for JCQ inspection.

## **Purpose of the policy**

The purpose of this policy is to provide guidance to staff and any other relevant individuals on handling possible conflicts of interest that may arise as a result of their roles as teachers, invigilators, and assessment/exam-related administrators. This policy applies to all staff or other individuals whenever they interact or potentially interact with any of the school assessment/exam related functions.

This policy:

- Defines what is meant by conflict of interest in these circumstances
- Describes the role of conflict of interest in the context of working for the school in an assessment/exam related function
- Sets out which conflicts can be managed and how they should be managed, and those which are considered unmanageable and therefore cannot be allowed.
- Illustrates potential conflict of interest situations, some of which are not obvious

The most important feature of the policy is the instruction that individuals should always disclose an activity if there is any doubt about whether it represents a conflict of interest.

The policy describes how and when such disclosures should be made, that is, as soon as potential or actual conflict is discovered. The policy describes the procedures that should be followed and how to handle potential conflicts of interest.

## **Scope**

This policy applies to staff and other individuals who interact or potentially interact with the assessment-related work/examinations of the school. This includes individuals involved with all aspects of devising, setting, marking, administering, invigilating, internally verifying or any other activity connected with the assessment of candidates and associated supporting resources and services.

The individuals falling within the scope of this policy include full-time, part-time, supply and support staff of the school and any associate staff including external examiners.

The content of the policy cannot cover every potential conflict and must be interpreted in the light of the particular circumstances of each conflict.

## What is a Conflict of Interest?

A simple definition of conflict of interest is a situation in which an individual or organisation has competing interests or loyalties. Conflicts of interest can arise in a variety of circumstances, for example:

- An individual whose personal interests conflict with his/her professional position
- An individual scheduled to assess, invigilate or internally verify the work of friends, relatives

## Responsibilities & Procedures

All staff have a responsibility to be aware of the potential for a conflict of interest. It is possible that staff working in any assessment/exam related role might encounter potential conflicts of interest from time to time.

All Individuals within Alsop High School have a responsibility for ensuring that they are familiar with the Conflict of Interest Policy, any guidelines and complete any required conflict of interest training.

- All individuals will be required annually to read and understand the Conflict of Interest Policy.
- **The most important feature of the policy is the requirement that an individual disclose any activity that might give rise to a potential conflict of interest. If there is any doubt whether or not it represents a conflict of interest it should be reported.**
- The individual and line manager are equally responsible for ensuring that the issue is documented carefully.
- An individual may wish to raise concerns relating to conflict of interest directly with the Senior Leadership team line manager. This may be done in confidence and they are entitled to receive a response to their concerns.
- Any staff member considering paid or unpaid work outside of the School should inform their manager if they think there is any potential for a conflict of interest. If the staff member is unsure whether a conflict of interest might arise, they should discuss this with their line manager first. The line manager should contact the Head teacher if they need advice on whether a situation presents a conflict and a record should be kept of the discussion.

Prior to each examination series all staff and other individuals, must inform the Exams Officer and Senior Leader for Examinations of any candidates being entered for its examinations and other assessments, who are family members, other relatives or friends. A declaration of conflict of interest form should be signed by both the individual and the line manager and documents will be retained by the Exams Officer for JCQ inspection. (See appendix 1)

- The Senior Leader for Examinations is responsible for escalating reports of actual or potential conflicts of interest to the Headteacher, and when necessary, to the Governors.
- The Head teacher will begin an investigation of any issues identified within 48 hours. A preliminary report will be made available to the Governors within 5 working days.

## Policy Review

This Conflict of Interest policy for exams will be reviewed by the Head of Centre, Senior Leader for Examinations and the Examinations Officer annually.

\_\_\_\_\_ Head of Centre

\_\_\_\_\_ Senior Leader Examinations

\_\_\_\_\_ Examinations Officer

## Appendix 1

# JCQ DECLARATION OF INTEREST

## Declarations of Interest

As per the JCQ General Regulations for Approved Centres (section 5.3), the head of centre must inform awarding bodies, before the entry deadline, of any members of centre staff who:

- are sitting exams and assessments at their own centre which include internally assessed components/units
- are teaching and preparing members of their family or household (which includes step-family, foster family and similar close relationships) for exams and assessments
- have members of their family sitting exams and assessments at the centre itself or at a different centre.
- are taking qualifications at their centre which do not include internally assessed components/units
- are taking qualifications at other centres

We must also be informed and keep clear records of all instances where:

- members of the family or household of exams team staff (which includes step-family, foster family and similar close relationships) or close friends and their immediate family are being entered for exams and assessments, either by the centre itself or at a different centre.
- centre staff are taking qualifications at their centre which **do not** include internally assessed components/units
- centre staff are taking qualifications at other centres

Please note that entering members of centre staff for qualifications at their own centre must only be a last resort in cases where the staff member is unable to find another centre.

**Would you please ensure you have read and understand the attached Declaration of Interest policy for examinations and complete the JCQ Declaration of interest form and return to the Exams Office.**

## JCQ DECLARATION OF INTEREST

STAFF NAME:

ROLE IN SCHOOL:

FAMILY MEMBER NAME:

RELATIONSHIP TO MEMBER OF STAFF:

### CENTRE THEY WILL ATTEND TO TAKE EXTERNAL EXAMINATIONS EXAMINATIONS TO BE TAKEN AND AWARDING BODIES

SUBJECT	LEVEL	AWARDING BODY	CENTRE NAME AND NUMBER
E.G. MATHS	GCSE	PEARSON	ALSOP HIGH 34211

Signed :

Date:

Line Manager:

Date :

