



# ***Armfield Academy***

**"An Academy to be Proud of"**

## ***Conflict of Interest Policy (Examinations & Assessment)***

## 1 What does this policy affect?

This policy affects the staff with regard to the delivery of subjects of reformed GCSE qualifications which contain a component(s) of non-examination assessment when a conflict of interest may occur.

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

## 3 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.

## 4 Roles, Responsibilities and Associated Procedures to be followed in the Event of an Actual or Perceived Conflict of Interest.

All relevant 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. Such situations must be carefully managed to ensure that any conflict of interest does not detrimentally impact on standards of, or public confidence in Armfield Academy's educational provision.

Staff can find themselves in potential conflicts of interest situations because they are not clear what the correct, auditable processes and procedures are.

- The Conflict of Interest policy is a requirement of the induction of all new teachers, invigilators and assessment/examination related support staff and staff asked annually of any potential conflicts of interest (As and when the situation arises, teachers, invigilators and support staff must notify the school of any students that are at the school who are family members, other relatives or close friends
- Any day-to-day concerns identified by an individual should be raised with their line manager

- Where there is a notified potential conflict of interest, the individual and line manager must document this carefully, together with those activities that must be avoided to prevent Armfield Academy being brought

into disrepute. A declaration of conflict of interest form (see appendix) should be signed by both the individual and the line manager, brought to the attention of the Assistant Head – Data and Assessment, Deputy Headteacher- Curriculum and the Headteacher, where documents will be retained for audit purposes

- Any concerns that the individual feels are urgent should be communicated immediately to the Headteacher, and may be done so in confidence. It is an individual's right to raise concerns relating the conflict of interest directly with the Headteacher and to receive a response to their concerns.

## **5 Handling Potential Conflicts of Interest.**

The following are examples of conflicts or potential conflicts of interest from different areas of the school. These notes are intended to be helpful to staff in making decisions that relate to potential conflict of interest situations in their day-to-day work.

- If a teaching member of staff is involved in any way with the development of a secure assessment for either internal or national use, he/she cannot make use of the knowledge of that assessment in any teaching or learning activity
- Teachers, invigilators and assessment/exam-related administrators do not take responsibility to ensure the security and confidentiality of all assessment documents including examination papers
- Learning and teaching materials are based on live examination of other assessment materials (although they can make use of past examination of other assessment materials)
- A member of staff is asked to assess, invigilate or internally verify the work of a student who is a family member, other relative or close friend
- A member of staff makes assessment materials available to individuals, whether or not students of the school, when not specifically tasked with assessing them as part of a timetabled activity

### **Appendix 1.**

1. Conflict of interest log
2. Declaration of Interest form
3. BTEC: Assessment staff conflict form

Date record	Staff name & job	Conflict of Interest (COI)	Measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications
		(As a last resort where unable to find another centre) Taking a qualification(s) at this centre which includes an internally assessed component/unit	The following is in place (- to prevent the member of centre staff having access to confidential exam/assessment materials prior to exam(s)/assessment(s) - to brief other relevant centre staff on maintaining the integrity and confidentiality of exam/assessment materials - to ensure the member of centre staff is treated as no one other than candidate
		Teaching and preparing a member of family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for a qualification(s) which includes an internally assessed component/unit Centre informed awarding	The following is in place (- to ensure the member of centre staff is not solely involved in making assessment decisions for the affected candidate for any internally assessed component/unit...):
		A member of exams office staff and has a member of family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for examinations and assessments at this centre or another centre	The following is in place (- to ensure that the member of exams office staff does not have unaccompanied access to confidential exam materials (for example, question papers, pre-release materials, answer scripts etc.)  - to ensure that another person is present for particular administrative arrangements relating to the candidate's
		Taking a qualification at this centre which does not include internally assessed components/units	The following is in place (- to prevent the member of centre staff having access to confidential examination materials prior to taking the exam(s) - to brief other relevant centre staff on maintaining the integrity and confidentiality of exam materials - to ensure the member of centre staff is
		Taking a qualification at another centre	The following is in place (- to ensure the member of centre staff does not have access to confidential examination materials for the same awarding body qualification if this is

**This record will be retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later (for the relevant exam series)**

## Declaration of Interest form 2020/21



To comply with the regulations, the centre is required to manage Conflicts of Interest and relevant awarding body/bodies for any of their qualifications of:

- any members of centre staff who are taking qualifications at their own centre which include internally assessed components/units;
- any members of centre staff who are teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications which include internally assessed components/units; **and** maintains clear records of **all instances** where:
- exams office staff have members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for examinations and assessments either at the centre itself or other centres;
- centre staff are taking qualifications at their centre which **do not** include internally assessed components/units;
- centre staff are taking qualifications at other centres.

To ensure compliance, you **must** declare (by ticking) any of the statements that apply to you and complete the required information in the white boxes.

Your name		Your job title(s)	
Subject(s) you teach (if applicable to your role)			

Please tick any statement/statements that applies/apply to you and complete the required information (or will apply to you during the **2021/22** academic year)

- I am taking a qualification(s) at this centre which includes an internally assessed component/unit

Qualification(s) I am taking	Awarding body	Qualification type	Specification (Subject)
Steps I have taken to seek an alternative centre at which to take the qualification(s)			

- I am teaching and preparing a member of my family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for a qualification(s) which includes an internally assessed component/unit

(Where more than one related person, please complete a separate form)

Name of related person (the candidate)			
Candidate number		Relationship to me	
Qualification(s) being taught and prepared for	Awarding body	Qualification type	Specification (Subject)

- I am a member of exams office staff and have a member of my family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for examinations and assessments at this centre or another centre

(Where more than one related person, please complete a separate form)

Name of related person (the candidate)			
Where the candidate is being entered		<input type="checkbox"/> This centre <input type="checkbox"/> Another entering centre (tick box as applies)	
Candidate number (if this centre)		Relationship to me	
Entering centre name (if not this centre)			
Entering centre number (if known)			

- I am taking a qualification at this centre which does not include internally assessed components/units

- I am taking a qualification at another centre

Qualification(s) I am taking	Awarding body	Qualification type	Specification (Subject)	Exam series
Entering centre name				
Entering centre number (if known)				

- I have none of the above statements to declare

Date declaration(s) made:

Signature to confirm declaration(s):

This completed form (including date and signature) must be returned to [insert] by [insert]

The declaration(s) you have provided will be used to inform the relevant awarding body/bodies (where required) and to record details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected. You will be informed if/where any measures or protocols put in place directly affect you.

All records are subject to inspection by the JCQ/awarding body on request and will be retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later (for the relevant exam series).

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**FOR HEAD OF CENTRE/EXAMS OFFICER USE ONLY**

Date	Action
	Completed Declaration form received
	Declaration(s) recorded on Conflict of Interest (COI) log
	Awarding body/bodies informed of specific COI (where applicable)
	Staff member informed of measures/protocols in place to manage the risk represented by the COI





## BTEC: Assessment staff conflict of interest log

Potential conflict of interests can include:

- a close relation, spouse or partner within the centre who is either a learner or another member of staff
- close relation, spouse or partner acting as a Standards Verifier or other external quality assurance role. Individuals should be forthcoming in disclosing any activity that might represent a conflict of interest.

The log should include programme details and the names and relationships of the parties involved, along with an outline of the assessment plan in terms of who is delivering each unit on that programme. You should also note any relationship to any other assessors e.g. line manager, internal verifier etc.

You should consider possibilities for amending delivery in some way; can the learner be moved to another group for that unit which is delivered by someone else? Can someone else assess the unit?

You should put steps in place to independently verify the work of any assessor or internal verifier involved. This can be indicated on your internal verification plan.

BTEC Programme: .....

Date recorded	Staff name	Description of the potential conflict of interest	Names and relationships of all parties involved	Outline of the assessment plan	Head of centre decision Action(s) to be taken to
					<p>There is no perceived conflict of interest and assessment activity can continue as normal</p>
					<p>There is no perceived conflict of interest and assessment activity can continue as normal</p>