



Woodhey High School

Conflicts of Interest Policy

2024/25

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Reviewed by: Exams Officer	
Approved by: Gary Holden (Assistant Headteacher)	
Date of next review	September 2025

Introduction

Woodhey High School manages conflicts of interest in accordance with the JCQ General Regulations for Approved Centres (section 5.3). Roles and responsibilities for normal delivery arrangements are detailed in the Exams Policy, page 12, to ensure that awarding bodies are informed (where required) of any relevant conflict declared by members of centre staff and records are maintained that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries.

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.

General principles

A process is in place to collect any declaration of personal interest from staff or individuals whose role involves assessment/examinations within Woodhey High 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.

Where reference is made to candidates, this includes any private candidates accepted by the centre.

Declaration process

- Following the completion of the annual *Declaration of Conflict of Interest Form* by all staff in the autumn term of 2024 (see Appendix 1). A Declaration of Interest form 2024/2025 will be sent to all members of centre staff involved in the process who have declared a conflict of interest which could relate to the awarding of grades for November 2024, January 2025 and/or Summer 2025.
- Staff will be required to
 - Confirm if they are sitting an exam at this centre or another centre.
 - Confirm if they have access to confidential assessment materials and are entered for an exam at this centre or another centre.
 - Have access to the centre's secure storage facility and have one or more 'related people' sitting exams either at this centre or another centre.
 - Confirm if they are preparing one or more 'related people' sitting exams at this centre or another centre.
 - Confirm if they are involved in making assessment decisions for centred marked components for 'related people'.

- Confirm if they have a friend or a relative sitting exams at this centre or another centre.
- Return the completed declaration to the Exams Officer by end of September 2024.
- An email will be sent to all staff during the Summer term asking them to declare any new conflicts of interest.

Managing conflicts of interest

- A *Conflicts of Interest log* for 2024-25 will be maintained to record any potential conflicts of interest declared by centre staff.
- The log will record the nature of the potential conflict and a decision by Dean Watson (Head Teacher), if this is deemed a potential risk to the integrity of the centre's assessments.
- The log will record appropriate additional controls put in place to mitigate any potential risk to the integrity of the centre's assessments and to ensure fairness in later process reviews and appeals.

Declaration of Interest Form 2024/25

The awarding bodies are required by the qualification regulators to ensure that any Conflict of Interest in relation to the design, delivery and awarding of examinations/assessments is identified, recorded and managed effectively.

To comply with the regulations, our centre is required to manage conflicts of interest and inform the relevant awarding body/bodies (by the published deadline for entries for each examination series) 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

Your name		Your job title(s)/role(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 **2024/25** academic year)

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

	Awarding body	Qualification type	Specification (Subject)
Qualification(s) I am taking			
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	£ This centre £ 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 a member of my family (which includes stepfamily, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) who are being entered for examinations either at this centre or another centre.

Name of related person (the candidate)			
Where the candidate is being entered	£ This centre £ 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)	

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

- ☐ 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 Exams Officer by **30th September**.

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).

Conflicts of Interest log – 2024/25

Date recorded	Staff name & role(s)
Nature of potential conflict	
Deemed a potential risk	Yes / No
Additional controls put in place to mitigate any potential risk to the integrity of the centre’s assessments and/or to ensure fairness in later process reviews and appeals	