



**GREATFIELDS SCHOOL**

# **Conflict of Interest Policy**

## **Exams and Assessments**

**SLT member with responsibility:**

**Mr Matthew Gillham**

**Approved by SLT:**

**Date: September 2024**

**Next Review Date:**

**September 2025**

*\*This policy is reviewed annually to ensure compliance with current regulations.*

This policy is about conflict of interest. All relevant staff and individuals have a responsibility to be aware of the potential for a conflict of interest.

## **Purpose**

The purpose of this policy is to protect staff and students and the integrity of Greatfields School as an exams centre. Any assessor or other member of staff involved in any way with Greatfields Internal assessments or exam processes **must** advise the Head of Centre of any conflict(s) of interest in this regard.

## **Policy Scope**

This policy applies to all staff and other individuals who interact with the work of the exam boards including teaching and marking including all staff employed by Greatfields on a full time, part time or casual basis.

It will outline:

- defines what is meant by conflict of interest
- describes the role of conflict of interest in the context of working with, or for, an awarding organisation.
- sets out the responsibilities for managing conflict of interest at each level in the organisation

## **Definition of conflict of interest**

A conflict of interest is a situation which an individual has competing interests or loyalties. In the case of an individual, the conflict of interest could compromise or appear to compromise their decisions, if it is not properly managed.

Conflicts of interest would include, but not limited to:

- having a family or personal relationship with any candidate on a course with which staff may be involved;
- being simultaneously employed or contracted by the School and an Exam Board for a particular subject;
- teachers being used as invigilators/readers/scribes or prompts in exams where they teach that particular subject;
- where someone works for or carries out exam work on Greatfields behalf, who has friends or relatives taking assessments or examinations in the school or in another school with the same exam board,

## **What is a Conflict of Interest?**

In this context, a Conflict of Interest occurs where any member of staff who has access to privileged information, or is responsible for making decisions about assessment outcomes, could, potentially, use that information, or their position, to give an unfair advantage to a close friend or relative entered for an examination/assessment at your or any other centre. The term 'Related People' is used to cover close friends or relatives. A Conflict of Interest also occurs if any member of your centre's staff is entered for an examination/assessment.

## **Who are 'Related People'?**

'Related People' are those with whom the member of staff has a close relationship. It would certainly include spouses, children and siblings, but would also include close friends, relatives and members of

the household where there is regular contact, such that privileged information might be shared inappropriately. A step-relative, cousin, niece, etc., would count if the contact with that person was close and frequent

### **Greatfields School will:**

- Review its processes annually to ensure that all conflicts of interest or potential conflicts of interest are managed and resolved.
- Ensure in the initial planning of the annual exams cycle all members of staff declare any interest for friends or family sitting examinations in conjunction with the JCQ, ASDAN, Ascentis, RSL regulation.
- Ensure that the contractual arrangements clearly set out any obligations on them to declare and manage conflicts of interest arising from other activities that they undertake.
- Ensure that anyone who has access to confidential assessment material for a qualification understands the confidential nature of the content.

### **Responsibilities**

Staff should inform the Head of Centre of any potential conflict(s) of interest on being appointed to any position of responsibility regarding assessments or Exams, or as soon as they become aware of a potential conflict.

Declarations will be treated in confidence. Where a declaration is made, the Head of Centre will decide upon reasonable action to take in consultation with those involved. Records will show only that a declaration has been made and the action taken.

The Exams Office will ensure that all awarding body requirements are adhered to and will maintain appropriate records accordingly. (appendix I).

The ultimate responsibility for the Conflict of Interest Policy, dissemination of the policy and management of potential and actual conflicts of interest rest with the Head of Centre.

### **Staff.**

Leaders in each department are responsible for communicating the Conflict of Interest Policy to all relevant individuals within their areas of responsibility annually

Exams Officer will reinforce this responsibility with a reminder.

All individuals have the responsibility for ensuring that they are familiar with the Conflict of Interest Policy and any guidelines. They will be required to read and understand the policy on an annual basis.

The individual and Head of Centre are equally responsible for ensuring that the issue is documented carefully.

Any staff member considering paid or unpaid work outside of Greatfields should inform the Head of Centre if they think there is a potential for a conflict of interest. If the staff member is unsure whether a conflict of interest might arise, they should discuss this.

Subject teachers must not be considered as appropriate support in an examination if the exam is the subject they generally teach, i.e. science teachers should not be allowed in the exam room whilst a science exam (whether it be biology, physics or chemistry) is in progress.

The most important feature of the policy, is the requirement for an individual to 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 must be reported.

## Appendix I

### Conflict of Interest log

Date recorded	Staff name & job title(s)	Interest declared of Interest	Nature of any potential Conflict of Interest	Specific Conflict of Interest	Steps being taken to manage the risk represented by any Conflict of Interest
	<i>Example</i>	<i>Subject teaching</i>		<i>Declared to Awarding Body</i>	<i>(to prevent the member of staff having access to exam/assessment materials prior to the exam/assessment and that other centre staff are briefed on maintaining the integrity and confidentiality of the examination materials)</i>


**Appendix 2**

**Declaration of Interest form**

**DATE:**

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. In turn, centres are required to take all reasonable steps to ensure that the awarding bodies are able to comply with this regulatory condition.

A Conflict of Interest occurs where any member of staff who has access to privileged information, or is responsible for making decisions about assessment outcomes, could, potentially, use that information, or their position, to give an unfair advantage to a close friend or relative entered for an examination/assessment at your or any other centre. A Conflict of Interest also occurs if any member of your centre's staff is entered for an examination/assessment.

Greatfields is required to inform the awarding bodies for any of their specifications of any specific Conflict of Interest. To ensure our centre complies, you must declare (by filling in the correct table) any of the statements that apply to you and complete the required information in the white boxes. If none of the statements apply to you, please complete the declaration section.

<b>I will be sitting an exam/assessment at this centre for the exams series</b>	
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Qualification I am entered for	Awarding body	Qualification type	Specification (subject)

**Steps I have taken to seek an alternative centre at which to sit the qualification(s) and the outcome:**

I have access to confidential assessment materials (in the centre's secure storage facility and/or through an awarding body secure extranet site) and I am entered for an exam at another centre the Exam series			
Qualification I am entered for	Awarding body	Qualification type	Specification (subject)
Entering centre name			
Entering centre number			

**'Related People' in exams.**

'Related People' are those with whom you have a close relationship. It includes spouses, children and siblings, close friends, relatives and members of the household where there is regular contact, such that privileged information might be shared inappropriately. A step-relative, cousin, niece, etc., would count if the contact with that person was close and frequent. Please complete the table which applies to you.

I have access to the centre's secure storage facility and I have a one or more 'Related People' sitting exams, at this centre or elsewhere (where more than one related person complete a separate form for each individual)			
Name of related person (the candidate)			
Where the candidate is sitting	<input type="checkbox"/> This centre <input type="checkbox"/> Another entering centre <i>(tick box as applies)</i>		
Candidate number (if this centre)		Relationship to me	

Entering centre name	
Entering centre number (if known)	

I am involved in making assessment decisions for centre-marked components for 'Related People' (where more than one related person, please complete a separate form)			
Name of related person (the candidate)			
Candidate number		<i>Relationship to me</i>	
Qualification(s) candidate to be entered for	<i>Awarding Body</i>	<i>Qualification type</i>	<i>Specification(subject)</i>

## **Declaration.**

I have none of the above statements to declare (if none of the states above applies to you )

**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 a specific Conflict of Interest is identified and to record the steps being taken by the centre to manage the risk represented by any Conflict of Interest. You will be informed where any steps directly affect you. All records are subject to inspection by the awarding body on request and will be kept for a minimum of one year after results have been issued for the relevant exam series

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

<b>Date</b>	<b>Action</b>
	Completed declaration form received
	Recorded on Conflict of Interest log
	Awarding body/bodies informed of specific Conflict of Interest (where applicable)
	Member of staff informed of steps to manage the risk represented by specific Conflict of Interest

<b>Head of Centre signature</b>	
<b>Date:</b>	