Exams:
Conflict of Interest policy

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Woodfield School

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Reviewed by: Lynsey O'Keeffe

Signed off by Proprietary Body

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Purpose of the policy

The purpose of this policy is to confirm how Woodfield School manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

This policy should be read in conjunction with:

- Exams and Invigilation Policy
- Malpractice and Maladministration Policy
- Internal Quality Assurance Policy
- Fair Assessment Policy
- Learner Identification Policy
- Data Protection Policy

The Scope of this Policy

A conflict of interest exists where the personal, professional or financial interests of an individual could compromise, or could reasonably be perceived to compromise, the integrity of qualification delivery, assessment, quality assurance or examinations.

Managing and Declaring Conflicts of Interest

The Principal (Head of Centre) is responsible for ensuring that the centre maintains clear records of all instances where:

• Exams office staff have members of their family (which includes stepfamily, foster family, and similar close relationships) or close friends and their immediate family (e.g. children) being entered for examinations and assessments either at the centre itself or another centre

• School staff are taking qualifications at their centre which do not include internally assessed components/units

• School staff are taking qualifications at other centres

Declaring this information is the responsibility of all staff at each centre ahead of the published deadline for entries for each examination series. Any undeclared conflict of interest and instances where assessment has taken place where conflict of interest exists may be investigated in line with the relevant awarding organisations Malpractice and Maladministration Policy. All staff involved in the delivery, assessment, internal quality assurance or administration of qualifications will be required to complete a Conflict of Interest Declaration annually and whenever a new or potential conflict of interest arises. Staff are responsible for notifying the Principal immediately if their circumstances change during the academic year.

Any and all conflict of interest pertaining to the assessment of Vocational Qualifications will be declared to the relevant awarding organisation. Everyone involved in the assessment process is responsible for declaring conflict of interest. Where the centre can mitigate against a declared conflict of interest, the mitigation will be included in the declaration.

In instances where the centre cannot mitigate against a Conflict of interest (for example, where the only qualified assessor and internal verifier available at a centre are related) the unresolved conflict will be declared to the relevant awarding organisation to enable them to decide to mitigate through the external quality assurance processes.

In instances of a conflict of interest for the named Exams Officer, centres will inform the awarding bodies of all necessary details. Additional measures will be put in place in the centre to always ensure exam security and relevant paperwork will be in place to track movement of papers and access to secure store at all times.

Examples of Conflict of Interest in Relation to the Delivery of Vocational Qualifications

Some examples of a conflict of interest may include:

• Where an assessor and the internal verifier have a personal relationship.

• Where a child of the assessor or internal verifier is taking part in the assessment.

This is not intended to be an exhaustive list.

Template for Declaration of Conflict of Interest

All staff are requested to read a form detailing possible reasons for conflict of interest and tick a check box to acknowledge they have no conflict. If they declare a conflict, they must complete a comments box outlining the nature of the conflict of interest.

Where a conflict of interest has been identified/declared records will be maintained.

These records must:

- detail the measures which have been put in place to mitigate any potential risk to the integrity of the affected qualifications, to include not acting as sole invigilator or having sole access to question papers
- be available for inspection by a visiting JCQ Centre Inspector and /or awarding body staff
- be available if requested in the event of concerns being reported to an awarding body
- be kept until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed (whichever is later

The role of the exam's office/officer

- Ensure the process for collecting declarations of interest is undertaken.
- Identify and follow the awarding body's administrative process for submitting details of members of staff who are:
    - Taking qualifications which include internally assessed components/units at their own centre.
    - Teaching and preparing members of their family (which includes stepfamily, 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
    - Retain the records of the measures taken to mitigate any potential risk to the integrity of the qualifications affected until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.
    - All declarations will be treated confidentially and stored in accordance with the school's Data Protection Policy.

Staff with responsibility for exam procedures

Role	Responsibility
Principal (Head of Centre)	Overall responsibility
Exams Officer	Examination administration
Internal Quality Assurer	Internal quality assurance
SENDCo	Access arrangements
Assessors	Assessment delivery

Monitoring and Review

This policy will be reviewed annually by the Principal and Internal Quality Assurer, or sooner if awarding organisation requirements, legislation or school procedures change. The date of the next review is August 2027.