

Presdales School



'Achievement for All'

Title	Conflict of Interest Exam Policy
Version	March 2024
Author/Title	George Martin, Exams Officer
Committee Responsible	Students
Trustee Link	Maddie Waller
Date approved by Committee	20 th March 2024
Date approved by Full Trust Board	NA
Review Date	March 2025

Enquiries & comments

Any enquiries and comments about this publication may be made to:

Telephone: 01920 462210 / Email: admin@presdales.herts.sch.uk

Address: Hoe Lane, Ware, Hertfordshire SG12 9NX

1. Introduction

1.1 Presdales School is required to have in place a Conflict of Interest policy that enables us to identify, manage and mitigate any potential conflict of interest. All staff have a responsibility to be aware of the potential for a conflict of interest.

2. Purpose

2.1 The purpose of this policy is to provide guidance to staff on handling possible conflicts of interest that may arise as a result of their roles as teachers, invigilators, or with any roles they hold with exam boards in addition to their teaching responsibilities. The policy is designed to protect the integrity of our qualifications and the assessment process. It applies to all staff whenever they interact or potentially interact with any of the school assessment/exam related functions. The policy is also designed to protect our staff by providing guidance on handling possible conflicts of interest that may arise as a result of the school's role in delivering exams/assessments. It helps to ensure that staff members at schools and colleges are protected if there is an allegation of malpractice due to a perceived, or real, conflict.

Full details of the JCQ regulations can be found in the [JCQ General Regulations for Approved Centres Booklet](#) in section 5.3 (i)

This policy:

- Defines what is meant by 'conflict of interest' in this context.
- Describes the issues of conflict of interest in the context of working for Presdales in an assessment/exam related function or with, or for, an awarding organisation.
- 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

3. Scope of Policy

3.1 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 quality assuring or any other activity connected with the assessment of candidates and associated supporting resources and services.

3.2 The individuals falling within the scope of this policy include all staff employed by Presdales on a full-time, part-time, or casual basis.

4. Definition of 'conflict of interest'

4.1 A conflict of interest is a situation in which an individual has competing interests or loyalties, which could compromise or appear to compromise their decisions if it is not properly managed. In this context there is a potential conflict of interest when a member of staff has friends or relatives taking assessments or examinations, at this school or elsewhere. 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 the school or another centre.

4.2 The Joint Council for Qualifications (JCQ) use the term 'Related People' to cover close friends and relatives. '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.

4.3 A conflict of interest also occurs if any member of staff is entered for an examination or assessment at the school or elsewhere.

5. Principles

5.1 Presdales School will:

- Review its processes annually to ensure that all conflicts of interest or potential conflicts of interest are managed and resolved
- Ensure that anyone who has access to confidential assessment material for a qualification understands the confidential nature of the content
- Ensure that all members of staff declare any interest for friends, family or other 'Related People' sitting examinations by completing a Declaration of Interest Google Form.
- Ensure that no member of staff is asked to assess, lone invigilate or internally verify the work of a student who is a family member, other relative or close friend
- Ensure that no member of staff uses their role within the school to compromise the security and confidentiality of all assessment documents including examination papers
- Ensure that no member of staff makes live 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

6. Responsibilities

6.1 Line managers are responsible for ensuring that all new staff are aware of, and understand, the Conflict of Information policy. Any day-to-day concerns identified by an individual should be raised with their line manager

6.2 The Exams Officer will ensure that all JCQ requirements are adhered to and will maintain appropriate records accordingly on a Conflict of Interest Log.

6.3 All individuals will be required annually to read and understand the Conflict of Interest Policy

6.4 The most important feature of the policy is the requirement that individuals should always disclose an activity if there is any doubt about whether it represents a conflict of interest. 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 the school or another centre. Any communication should be directed to the Exams Officer who will liaise with the Head of Centre. Disclosures should be made as soon as potential or actual conflict is discovered and before the deadline for exam entries.

6.5 Any concerns that the individual feels are urgent should be communicated immediately to the Head of Centre. It is an individual's right to raise concerns relating to the conflict of interest directly with the senior leadership team and to receive a response to their concerns.

7. Equality impact and monitoring the policy and procedure

7.1 In monitoring the impact of this policy and procedure, the school will have due regard to its Equality and Diversity Policy and its single Equality Duty. It will consider any concerns raised or complaints received, based on student and staff data, feedback, surveys and/or professional judgement. If you have a question or a suggestion to improve the policy, please contact the Head of Centre.

Useful links to Awarding Body forms and guidance: -

[AQA](#)

[Pearson Edexcel](#)

[OCR Conflict of Interest Guidance](#)
[OCR Centre Staff Declaration Online Form](#)

[WJEC Eduqas](#)