

# **Ysgol Aberconwy**



## **Conflict of Interest** **Policy**

**POLICY DOCUMENT NO: 69    ISSUE NO: 1**

**THIS POLICY HAS BEEN APPROVED BY THE FULL GOVERNING BODY**

**Signed:**

**Date : 28/02/2023**

**Review due date : 28/02/2024**

**LT Link : GM2**

**Key staff involved in this policy:**

Head of centre: Mr I Gerrard

Senior Leader: Mrs G Murphy

Exam Officer: Mrs W Baxter

This policy is reviewed and updated annually to ensure that conflicts of interest at Ysgol Aberconwy are managed in accordance with current requirements and regulations.

Reference in the policy to **GR** relates to relevant sections of the current JCQ publication **General Regulations for Approved centres**.

**Introduction**

It is the responsibility of the head of centre to ensure that Ysgol Aberconwy:

1. Manages conflicts of interest by informing the awarding bodies, before 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
2. 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 own centre which do not include internally assessed components/units
  - centre staff are taking qualifications at other centres (GR 5.3)

## Purpose of the policy

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

## General principles

A process is in place to identify and manage any potential conflicts of interest.

- The Exam Officer to send a message on the Staff Bulletin prior to each exam series asking if any of the above criteria is relevant to them.
- A Conflict of Interest form is completed and signed by the staff member. (Appendix 1)
- If the member of staff has access to any pre-release material, then a further form is completed acknowledging the implication of divulging the content to any person and that it could result in maladministration/malpractice. (Appendix 2)

## Declaration process

The Exam Officer monitors and manages the conflict of interest process within the school.

## Managing conflicts of interest

A conflicts of interest log is maintained and any potential conflict declared by centre staff is centrally recorded on the log, located in the Exam Officer's office. The relevant awarding body/bodies is/are informed (where required by the nature of the conflict) of specific conflicts of interest/Centre staff declarations before the published deadline for entries for each examination series by identifying and following the individual awarding body's administrative process. The agreed measures/protocols taken/put in place to mitigate any potential risk to the integrity of the qualifications affected are recorded on the log and the affected member of staff informed of these measures/protocols.

## Roles and responsibilities

### The role of the head of centre

- Ensure conflicts of interest are managed according to the requirements (GR5.3)
- Ensure clear records are maintained and that the records include details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected (GR5.3)
- Ensure the records are available where they may be requested  
a) JCQ Centre Inspector and/or awarding body staff (GR5.3)
- Ensure the records are 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 (GR5.3)
- Ensure that entering members of centre staff for qualifications at this centre is as a last resort in cases where the member of centre staff is unable to find another centre

- Ensure that proper protocols are in place to prevent the member of centre staff having access to examination materials prior to the examination and that other centre staff are briefed on maintaining the integrity and confidentiality of the examination materials
- Ensure that during the examination series the member of centre staff is treated in the same way as any other candidate entered for that examination, does not have access to examination materials and does not receive any preferential treatment (GR5.3)

**Additional responsibilities:**

The Exams officer ensures that centre staff are aware of the requirement to declare any interest and ensures that declarations are recorded/logged as potential conflicts of interest

The role of the exams 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 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 (GR 5.3)
- 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 (GR5.3)

**Additional responsibilities:****CHANGES 2022/2023**

No changes applicable

**CENTRE-SPECIFIC CHANGES**

Upon review in September 2022, no centre-specific updates or changes were applicable to this document

**Conflict of Interest Form**  
**2022-2023**

Staff Name:	
Name of Student/s:	Relationship to student:
*Nature of Conflict:	
Risk Management	Staff member to sign a declaration when having access to any pre - release material, acknowledging the implication of divulging the content to any person and being aware of any leaked information and that it could result in a maladministration/malpractice sanction against them. Or where practically possible has nothing to do with the assessment and delegates this section to another staff member.
Centre Name of Student:	Centre No:
Signed:	
Date:	

*\*Access to Confidential Materials*

*\*Access to Secure Storage Facility*

*\*Responsible for decision making, regarding assessment outcomes*

*\*Invigilation of Exams/Access to completed scripts*

**Risk Management in place:**

- Remove access to secure storage
- 2<sup>nd</sup> person to assess any marks given
- Limit access to confidential material
- No Invigilation during Exams “related student” sitting
- No access to completed scripts

Appendix 2

**Conflict of Interest.**

To be completed for a member of staff that has access to the secure site and pre-release material.

Staff Name:	
Subject:	
Unit and unit code:	
Nature of Conflict:	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
Measures taken/protocols in place to mitigate any potential risk to the integrity of the qualification/s affected.	<ul style="list-style-type: none"> <li>• ensure that the member of exams office staff does not have unaccompanied access to confidential examination materials (for example, question papers, pre-release materials, answer scripts etc.</li> <li>• ensure that another person is present for particular administrative arrangements relating to the candidate's exams/assessments</li> </ul>
Statement	I acknowledge the implication of divulging the content to any person and aware that any leaked information could result in a maladministration/malpractice sanction against me. Where practically possible has nothing to do with the assessment and delegates this section to another staff member.
Signed:	
Date:	