



GLEBE SCHOOL

Conflict of Interest Policy (Exams)

Date approved	Autumn 2024
Date of next review	Autumn 2025

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1. Rationale

The purpose of this policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best interest of candidates.
- To ensure the operation of an efficient exam system with clear guidelines for all relevant staff.
- To meet JCQ requirements for conducting exams.

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

The policy will be reviewed annually by the Deputy Head and Exams Officer.

2. Introduction

As detailed in the General Regulations for Approved Centres, published by the Joint Council of Qualifications (JCQ), there is the requirement for a conflicts of interest policy to be in place and available for inspection. It is the responsibility of the head of centre to ensure that Glebe School has a written conflicts of interest policy.

This policy confirms that Glebe School:

- 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; 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 at either the centre itself or other centres.
- centre staff are taking qualifications at their own centre which do not include internally assessed components/units; and - centre staff are taking qualifications at other centres. (General Regulations for Approved Centres, section)

This policy is reviewed and updated annually on the publication of updated JCQ regulations.

3. Purpose of the policy

As a registered exam centre, Glebe School is required to take all reasonable steps to ensure that any conflicts of interest in relation to the delivery and awarding of examinations/assessments are identified, recorded and managed effectively.

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 students with whom they have a relationship and who are

entered for an examination/assessment at the centre or any other centre. A potential conflict of interest also occurs where a member of centre staff is entered for an examination/assessment.

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

4. General principles

A process is in place to collect any declarations of interest, including those relating to relationships with students outside of school, from all centre staff to enable the centre to identify and manage any potential conflicts of interest.

5. Declaration process

An electronic form is used to collect declarations of interest and this is sent to staff in the autumn term of each year. All staff are required to complete the form. If a member of staff informs the Exams Officer they have, or could possibly have, a conflict of interest they will be asked to complete the forms below.

This information is reviewed by the Exams Officer who will liaise with the Deputy Headteacher if there is a possible conflict of interest.

6. Managing conflicts of interest

A log of conflicts of interest is maintained and any potential conflict declared by centre staff is centrally recorded on this. The relevant awarding body/bodies is/are informed (where required by the nature of the conflict) of specific conflicts of interest/centre staff declarations by 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.

7. Roles and responsibilities

The role of the Head of Centre and the Deputy Headteacher is to:

- Ensure that conflicts of interest are managed according to the requirements.
- 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.
- Ensure the records are available where they may be requested by a JCQ Centre Inspector and/or awarding body staff.
- 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.
- Glebe School does not enter members of centre staff for qualifications
- Ensure 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 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: - 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.

- 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.

The role of the exams office/officer is to:

- 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.
- 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.

For staff declaring a possible conflict

Are you taking any qualifications, or planning to take any GCSE Glebe School or another school/exam centre during the coming academic year?

Yes

No

If yes, please provide details of the qualification(s) and confirm the exam centre being used:

Are you teaching and/or preparing members of your family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for GCSE qualifications that include internally assessed components or units during the coming academic year?

Yes

No

If yes, please provide details of the qualification(s) and confirm the exam centre being used:

Are you tutoring (paid or unpaid) a student at either Glebe School or another school/exam centre for GCSE qualifications that include internally assessed components or units during the coming academic year?

Yes

No

If yes, please provide details of the qualification(s) and confirm the exam centre being used:

Are you a member of exams office staff and have a member/members of your family (including stepfamily, foster family and similar close relationships), or close friends and their immediate family (e.g. son/daughter) being entered for GCSE exams at either Glebe School or another school/exam centre?

Yes

No

If yes, please provide details, including the qualifications being studied and exam boards:

Declaration from staff member with possible conflict: I understand that, by returning this declaration, I am confirming that the information above is complete and correct to the best of my knowledge and belief.

Signature:

Date:

Appendix 2

Relationships with Students Outside of Work Declaration

It is recognised that there may be circumstances whereby employees of the school are known to pupils outside of work. Staff must declare any relationship outside of the school that they may have with students.

Employee name	Student name	Relationship

I can confirm that I am fully aware of the code of conduct relating to contact out of the school with pupils in line with this policy.

If I am tutoring a pupil outside of the school, I am aware that the following must be adhered to:

- I do not, at any point, teach the child in question as part of my daily timetable – this is a stipulation of such tutoring
- I emphasise to parents that this is done completely independently of the school
- no monies come through the school at any point, either informally (e.g. via the pupil) or formally
- no private tutoring has/will take place on the school premises.

I confirm that if these circumstances change at any time, I will complete a new form to ensure the school are aware of any relationships.

Full Name _____

Current Position _____

Signed by _____

Date _____

Appendix 3

Summary of Mitigations for Each Type of Conflict of Interest

Conflict of interest	Mitigations in place to mitigate any potential risk to the integrity of the qualifications affected
<ul style="list-style-type: none"> • Member of centre staff is 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. • Conflict of interest declared to relevant awarding body before the published deadline for entries (for each affected examination series). 	<ul style="list-style-type: none"> • Every effort is made to avoid situations where a candidate is assessed by a person who has a close personal relationship with the candidate. • The member of centre staff is not solely involved in making assessment decisions for the affected candidate for any internally assessed component/unit. • The marked work of the affected candidate is submitted for moderation whether or not it is part of the moderation sample
<ul style="list-style-type: none"> • Member of centre staff is a member of exams office staff and has 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) being entered for examinations and assessments at this centre or another centre 	<ul style="list-style-type: none"> • 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.) for the qualifications in question on the days of these exams. • On the days of exams in the qualifications in question, another person confirms and signs/dates that the exam packs remain sealed and have not been opened. • The member of exams office staff commits to not contacting their family member on the morning or afternoon of exams in the qualifications in question. • If the candidate is sitting the exams at this centre, another person is present for particular administrative arrangements relating to the candidate’s exams/assessments.
<ul style="list-style-type: none"> • Member of staff is taking a qualification at another centre 	<ul style="list-style-type: none"> • The member of centre staff does not have access to confidential examination materials for the same awarding body qualification if this is delivered in the centre