



# **GUISELEY SCHOOL**

## **Conflict of Interest Policy**

Approved on:	November 2023
Last Reviewed:	January 2024
Review Date:	January 2025
Governors' Committee:	Curriculum, Standards and Effectiveness
Responsible Officer:	Deputy Headteacher – Curriculum

## Key staff involved in the policy.

Role	Name(s)
Head of Centre	Paul Clayton Head teacher
Deputy Head	Steve Vasey Director Exams & Assessment
Exams Officer	Ray Allen Exams Officer
Staff	Guiseley school staff

### Introduction

It is the responsibility of the head of centre to ensure that Guiseley School has a written conflicts of interest policy in place available for inspection. This policy confirms that Guiseley 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 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 Dixons Sixth Form Academy manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

### General principles

A process is in place to collect information via Microsoft form at the start of the academic year from all staff to identify and manage any potential conflicts of interest. The form must be completed and returned to the Exams Officer

### **Roles and responsibilities**

#### **The role of the head of centre is to:**

- Ensure conflicts of interest are managed according to the requirements (GR 5.3)
- 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 (GR 5.3)
- Ensure the records are available where they may be requested by a JCQ Centre Inspector and/or awarding body staff (GR 5.3)
- 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 (GR 5.3)
- 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 (GR 5.3)

3

#### **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 (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 (GR 5.3)

Policy title	Conflict of Interest Policy
Person responsible for carrying out the assessment	Ray Allen Exams Officer
New or previously approved policy?	New
Date of approval / last review (if known)	27/11/23

**Step 1- Further information**

**Step 2 – Further information**

1. Who is responsible for the policy that is being assessed?	Mr Steve Vasey Director Exams & Assessments Mr R J Allen Exams Exam’s Officer
2. Describe the main aims, objectives, and purpose of the policy	This policy details the measures to be taken at Guiseley School to identify where potential conflicts of interest may arise within the centre and other centres.  Where Cofl arise these should be declared and a Declaration of Interest form completed & signed by those staff members
3. Are there associated objectives of the policy? If so, please explain.	The Centre is required to manage Cofl and inform the relevant awarding body/bodies (before the published deadline for entries for each examination series). The Centre is required maintains clear records of all instances where a Cofl exists. See attached Appendix 1 – conflicts of interest log and measure/protocols sheet 8.  The Exams Officer will maintain record Conflicts of Interest on the Conflict of Interests Log. This will be made available to be inspected by a JCQ Inspector and/or awarding body staff. Conflict of Interest Declarations will be held in the Exam Policy Documents file.
4. Who is expected to benefit from this policy?	Guiseley School in being able to account to the JCQ Inspector and/or awarding body of any Cofl where they arise.
5. Who was consulted on this policy?	The Joint Council for Qualifications Relevant Examination Boards: AQA; Pearson Edexcel; OCR and WJEC. The Exams Office <a href="http://www.theexamsoffice.org">www.theexamsoffice.org</a>

	Guiseley School Head of Centre & Snr Leaders.
6. How has the policy been explained to those who would be directly or indirectly affected by it?	Conflicts of Interest Policy will be notified to Head of Centre Senior Leaders; all staff, invigilators, parents/carers, and students via the Guiseley School website.
7. What outcome(s) are meant to be achieved from this policy?	To ensure “the integrity & security of the examination/assessment system is maintained at all times and is not brought into disrepute”. Staff are aware of where their Teaching role
8. What factors could contribute to the outcome(s)?	An effective; efficient management and administration of Cofl’s matters by the Dir Exams & Assessments, Exams Officer & supported by Head of Centre, Snr Leaders & staff at Guiseley School.
9. What factors could detract from the outcome(s)?	Failure to read, understand and observe the processes set out in this Cofl Policy

**Step 3 – Assess the impact on different groups of people.**

Equality Target Group	Positive impact	Negative impact	Neutral impact	Reasons / comments
Men	Yes			
Women	Yes			
People from black and minority ethnic communities	Yes			
Disabled people	Yes			
Gay, Lesbian and Bisexual People	Yes			
Transgender people	Yes			
Disadvantaged / Pupil Premium Students	Yes			
Older people (50+)	Yes			
Younger people (17 – 25)	Yes			
Faith or belief groups	Yes			

**Step 4 - Promoting equality.**

10. Please give a brief description of how this policy promotes equality.	The promotion of SMSC includes equality of rights, equality of opportunity and valuing race equality.
11. If there is no evidence that the policy promotes equality, what changes, if any, could be made to achieve this?	n/a
12. If there is a negative impact on any equality target groups, can this impact be legally and objectively justified? <i>(If no, then a full Equality Impact Assessment should be completed).</i>	n/a

**Step 5 – Recommendation**

13. Is a full Equality Impact Assessment required?	No <input type="checkbox"/>	<del>Yes</del> <input type="checkbox"/>
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**Appendix 1 – Conflict of interest Log**

Date recorded	Staff name & job title(s)/role(s)	Conflict of interest (COI)	Measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected

The records may be inspected by a JCQ Centre Inspector and/or awarding body staff. They might be requested in the event of concerns being reported to an awarding body. The records must be 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.

Conflict of interest (COI)	Measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected
<p>(As a last resort where unable to find another centre) Taking a qualification(s) at this centre which includes an internally assessed component/unit</p> <p><input type="checkbox"/> COI declared to relevant awarding body before the published deadline for entries (for each affected examination series)</p>	<p>prevent the member of centre staff having access to confidential examination/assessment materials prior to exam(s)/assessment(s)</p> <p>brief other relevant centre staff on maintaining the integrity and confidentiality of exam/assessment materials</p> <p>ensure the member of centre staff is treated in the same way as any other candidate entered for that qualification, does not have access to examination materials and does not receive any preferential treatment</p>
<p>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</p> <p><input type="checkbox"/> COI declared to relevant awarding body before the published deadline for entries (for each affected examination series)</p>	<p>make every effort to avoid situations where a candidate is assessed by a person who has a close personal relationship with the candidate</p> <p>ensure the member of centre staff is not solely involved in making assessment decisions for the affected candidate for any internally assessed component/unit</p> <p>ensure the marked work will be submitted for moderation whether or not it is part of the moderation sample</p>
<p>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</p>	<p>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.)</p> <ul style="list-style-type: none"> <li>ensure that another person is present for particular administrative arrangements relating to the candidate's exams/assessments</li> </ul>
<p>Taking a qualification at this centre which does not include internally assessed components/units</p>	<p>prevent the member of centre staff having access to confidential examination materials prior to exam(s)</p> <ul style="list-style-type: none"> <li>brief other relevant centre staff on maintaining the integrity and confidentiality of examination materials</li> <li>ensure the member of centre staff is treated in the same way as any other candidate entered for that qualification, does not have access to examination materials and does not receive any preferential treatment</li> </ul>
<p>Taking a qualification at another centre</p>	<p>ensure 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</p>