



CONFLICTS OF INTEREST POLICY

Summer 2021

Reviewer: Mr M Lamble

Reviewed: May 2021

Ratified by the Curriculum and Standards Committee on

APPROVED BY:

DATE: 10th May 2021

Introduction

Culcheth High School manages conflicts of interest in accordance with the JCQ General Regulations for Approved Centres (section 5.3). Roles and responsibilities for normal delivery arrangements are detailed in the Examination policy to ensure that awarding bodies are informed (where required) of any relevant conflict declared by members of centre staff and records are maintained that confirm the measures taken/protocols in place. This is to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries.

Our general centre policies regarding malpractice, maladministration and conflicts of interest have been reviewed to ensure they address the specific challenges of delivery in Summer 2021.

Purpose of the policy

This policy addresses how we are managing any potential conflicts of interest under the specific arrangements for delivery in Summer 2021.

General principles

A process is in place to collect any declaration of personal interest from all staff involved in the arrangements for Summer 2021 and to manage any potential conflicts of interest.

Where reference is made to candidates, this includes any private candidates accepted by the centre

Declaration process

- A *Declaration of Personal Interest form* for Summer 2021 will be sent as a Google Form by the Examinations Officer to all centre staff
- The Google Form will state a definition of a personal interest
- Staff will be required to either:
 - declare no personal interest in any candidate
 - declare a personal interest in a candidate and state if they have or have no involvement in the grading process
 - The Examinations Officer will monitor the responses to identify any conflicts of interest
- The Google Form will also ask staff to declare that they have read the Centre policy
- The Examinations Officer will monitor the responses to identify any conflicts of interest

Managing conflicts of interest

- A *Conflicts of Interest log* for Summer 2021 will be maintained to record any potential conflicts of interest declared by centre staff

- The log will record the nature of potential conflict and a decision by the Deputy Headteacher, if this is deemed a potential risk to the integrity of the centre's assessments
- The log will record appropriate additional controls put in place to mitigate any potential risk to the integrity of the centre's assessments and to ensure fairness in any later process of reviews and appeals, carefully considering the need if to separate duties and personnel

Individual awarding body instruction/guidance will be followed if there is any change (for summer 2021) to their normal procedures for informing of conflicts of interest.

Conflicts of Interest log – Summer 2021

Date recorded	Staff name & role(s)
Nature of potential conflict	
Deemed a potential risk	Yes / No
Additional controls put in place to mitigate any potential risk to the integrity of the centre's assessments and/or to ensure fairness in later process reviews and appeals	

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