

Bank View School



Exam policy: Conflict of interest policy

Reviewed March 2024

About conflict of interest

The conflict of interest process is designed to protect the integrity of the exam / external accreditation system and also 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.

Responsibility

The Head of Centre (Juliette Gelling) is responsible for managing the conflict of interest process.

They will ensure that any records include details of what measures will be taken to mitigate any potential risk to the integrity of the affected qualifications.

Reporting

Bank View will contact the relevant awarding bodies to inform about conflict of interest before the published [deadline for entries](#) for **each examination series**.

We will notify them of any members of school/college staff who are:

- taking qualifications which include internally assessed components/units at their own school/college
- teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (eg children) for qualifications which include internally assessed components/units.

Entering members of staff for qualifications at their own school/college should be a last resort, when the individual has been unable to find an alternative. In this case the Head of Centre must ensure that:

- the usual protocols are in place to prevent the staff member from accessing exam materials prior to the exam, and that other staff understand the importance of maintaining the integrity and confidentiality of the exam materials
- the member of staff does not receive any preferential treatment.

Keeping records

The Head of Centre is responsible for ensuring that their school/college 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 (eg children) being entered for examinations and assessments either at the school/college itself or other centre
- school/college staff are taking qualifications at their centre which do not include internally assessed components/units
- school/college staff are taking qualifications at other centres.
- These records must:
- include details of the measures which have been put in place to mitigate any potential risk to the integrity of the affected qualifications
- be available for inspection by the awarding body

- be available if requested in the event of concerns being reported to an awarding body
- be kept until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed (whichever is later).

Recording conflicts of interests;

Date recorded	Staff name & job title(s)	Interest declared	Steps being taken to manage the risk represented by any Conflict of Interest

Declaration of Interest form

The awarding bodies are required by the qualification regulators to ensure that any Conflict of Interest in relation to the design, delivery and awarding of examinations/assessments is identified, recorded and managed effectively. In turn, centres are required to take all reasonable steps to ensure that the awarding bodies are able to comply with this regulatory condition.

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 your or any other centre. A Conflict of Interest also occurs if any member of your centre's staff is entered for an examination/assessment.

Centres are required to inform the awarding bodies for any of their specifications of any specific Conflict of Interest.

To ensure our centre complies, you must declare (by ticking) any of the statements that apply to you and complete the required information in the white boxes.

Name		Role	
Subjects taught			

1. I will be sitting an assessment this academic year	
Details	
2. Related people	
Details	