

Ysgol Gyfun Gymraeg Glantaf



Conflicts of Interest Policy

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This policy outlines the procedures the Centre follows to ensure the integrity and security of external and internal assessments.

Internal assessments

This policy ties in with the Internal verification policy, where non-exam assessments are moderated anonymously so that no bias is shown. Please see the Internal Verification Policy for more details on these procedures.

External Assessments

It is the Head of Centres responsibility to ensure that Ysgol Gyfun Gymraeg Glantaf manages and submits a Staff Conflicts of Interest form to the examinations board before the published deadline for entries for each exam series. A copy is kept on record at the centre.

This form highlights any staff sitting examinations at the centre and pupils.

Clear records are kept of all instances where:

Staff

- Teachers sitting exams at their own centre is indeed a last resort, partnership schools are used in these circumstances to mitigate any conflict of interest.
- If there is no other option, it is the Head of Centres' responsibility to put protocols in place to ensure that the staff member does not have access to papers before the exam.
- Other centre staff are briefed on the importance of maintaining integrity and confidentiality of the exam materials
- During the exam series, the Head of Centre is responsible for ensuring that the member of staff is treated in the same way as any other exam candidate entered for the exam and does not receive any preferential treatment.
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Pupils

- Teaching staff who are preparing any of the following for exams-family members including stepfamily, foster family and similar close relationships, close friends, close friends' immediate family e.g., son/daughter

- Head of Centre has related persons entered for examinations and assessments at the centre itself
- Head of Centre have related persons bring entered for examinations and assessments at another centre
- Exam office staff have related persons being entered for examinations and assessments at the centre itself
- Exams office staff have related persons bring entered for examinations and assessments at another centre

Declaration Process

- A Declaration of Personal Interest form will be sent from the Head of Centre to all centre staff involved in the process who are found to have a conflict.
- Staff will be required to
 - confirm their understanding of what a personal interest in a candidate relates to
 - (where applicable) declare no personal interest in any candidate
 - (Where applicable) declare a personal interest in a candidate and identify their role(s) in the arrangements
 - confirm awareness of the need to maintain the confidentiality of the grades and endorsements determined by the centre
 - return the completed declaration to the Exams Officer

Managing Conflicts of Interest

- A Conflicts of Interest log 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 a member of the Senior Leadership Team, if this is deemed a potential risk to the integrity of the centre's assessments
- Where applicable, the log will record appropriate additional controls put in place to mitigate any potential risk to the integrity of the centre's assessments (see Internal Verification Policy)

Declaration of Interest form 2022/23

To comply with the regulations, the centre is required to manage conflicts of interest and inform the relevant awarding body/bodies (by 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 stepfamily, 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 stepfamily, 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 centre which do not include internally assessed components/units
- centre staff are taking qualifications at other centres to ensure compliance, you must declare (by ticking) any of the statements that apply to you and complete the required information in the white boxes. Your name Your job title(s)/role(s)

Examination Boards request an outline form be completed before the exams series begins. This form is usually found on the secure website.

The form below can also be used to keep a record at the Centre.

Name		Job title/role	
Subject/s you teach			

Please tick any statement/statements that applies/apply to you and complete the required information (or will apply to you during the 2022/23 academic year)

I am taking a qualification(s) at this centre which includes an internally assessed component/unit

Qualification(s) I am taking	Awarding body	Qualification type	Specification
Steps I have taken to seek alternative centre at which to take the qualification(s)			

I am teaching and preparing a member of my 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 (Where more than one related person, please complete a separate form)

Name of related person (the candidate)			
Candidate number		Relationship to me	
Qualification(s) being taught and prepared for	Awarding Body	Qualification type	Specification (Subject)

I am a member of exams office staff and have a member of my 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 (Where more than one related person, please complete a separate form)

Name of related person(the candidate)			
Where the candidate is being entered	This centre Another entering centre (tick box as ☐ applies)		
Candidate number (if this centre)		Relationship to me	
Entering centre name (if not this centre)		Entering centre number (if known)	

I am taking a qualification at this centre which does not include internally assessed components/units

I am taking a qualification at another centre

Qualification(s) I am taking	Awarding body	Qualification type	Specification (Subject)	Exam series
Entering centre name			Entering centre number (if known)	

I have none of the above statements to declare

Date declaration(s) made: _____

Signature to confirm declaration(s): _____

This completed form (including date and signature) must be returned to Mrs Rhian Maitland.
The declaration(s) you have provided will be used to inform the relevant awarding body/bodies

(where required) and to record details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected. You will be informed if/where any measures or protocols put in place directly affect you. All records are subject to inspection by the JCQ/awarding body on request and will 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 (for the relevant exam series)

FOR HEAD OF CENTRE/EXAMS MANAGER USE ONLY

Date	Action
	Completed Declaration form received
	Declaration(s) recorded on Conflicts of Interest (COI) log
	Awarding body/bodies informed of specific COI (where applicable)
	Staff member informed of measures/protocols in place to manage the risk represented by the Head of Centre