



# Conflicts of Interest Policy

## Summer 2021

Policy approved by	
Simon Woodhouse	
Date of approval	13 April 2021

## Introduction

Prince William 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 centre's general Exams 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 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 by Jo Gallagher, Exams Officer using a Microsoft Form, or hard copy if requested, to all centre staff involved in the process.
- 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 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 Simon Woodhouse, Deputy Headteacher 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 and to ensure fairness in later process reviews and appeals, carefully considering the need 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.

## Declaration of Personal Interest form – Summer 2021

Your name		Your job role(s)	
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This completed form must be returned to Jo Gallagher, Exams Officer by 23 April 2021

Confirm your understanding: (Please tick the box to confirm a statement)

- I understand that a personal interest relates to a candidate who is a member of my family (which includes stepfamily, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter).
- I also understand that a personal interest may also relate to any member of centre staff (who has been entered for a qualification at this centre as a last resort where the member of centre staff is unable to find another centre) for whom a teacher assessed grade will be determined.

You must declare all statements that apply to you: (Please tick the box to confirm a statement)

- I have no personal interest in a candidate to declare.
- I declare a personal interest in a candidate who is part of a class or cohort for whom I will be:
  - Determining teacher assessed grades including consideration of evidence and how that evidence informs these grades in accordance with our Centre Policy.
  - Keeping records of any discussions with candidates around the evidence on which grades will be based.
  - Producing assessment records that explain the determination of the final teacher assessed grades.
  - Safely retaining copies of candidates' work and any mark records.
  - Completing a Head of Department Checklist/declaration before submitting subject outcomes for internal standardisation.
  - Involved in the internal quality assurance processes that are in place.
  - Collating grades for all classes/cohorts in preparation for submission to the awarding body/bodies.
  - Inputting grades through the awarding body/bodies grade submission system/systems.
  - Completing the Head of Centre declaration(s) to finalise the submission of grades.
  - Involved in reviews of centre processes and the appeals process.

(Where more than one related person, please complete a separate form)

Name of related person (the candidate)			
Candidate number		Relationship to me	
Qualification(s) details	Awarding body	Subject code	Subject title

### Signature to confirm declaration:

*By signing here, I am also confirming I am aware of the need to maintain the confidentiality of the grades and endorsements determined by the centre which must not be given to candidates or parents/carers before the issue of results by the awarding bodies.*

### Date declaration form completed and signed:

You will be informed of any additional controls put in place that directly affect you/your role to mitigate any potential risk to the integrity of the centre's assessments and to ensure fairness in later process reviews and appeals.

This record will be retained until the published deadline for appeals has passed or until any on-going appeal, malpractice investigation or other results enquiry has been completed, whichever is later.

## 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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Nature of potential conflict	
Deemed a potential risk	Yes / No
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Deemed a potential risk	Yes / No
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This record will be retained until the published deadline for appeals has passed or until any on-going appeal, malpractice investigation or other results enquiry has been completed, whichever is later.



Date

**Centre Record of Conflict: Non-Disclosure of results for student name/DOB/Cand No**

Dear Teacher's name,

Your child is completing qualifications in Summer 2021 at Prince William School. You may be involved with deciding on, or have access to, Teacher Assessed Grades for your child, name.

As per exam board advice and guidance on conflicts of interest, this is permitted once you have signed this non-disclosure letter. A member of SLT must also countersign the grade given to name for the subject you teach.

By signing this letter, you agree that you will not decide on name's grade on your own and that it will be decided on by at least one member of the department other than yourself. By signing this letter, you also agree that you will not disclose **any** Teacher Assessed Grades you have access to for name before he receives them on results day. If you do disclose a result before results day, this would constitute malpractice and would be reportable to the exam board and Head of Centre.

Yours sincerely

Mrs E Dormor  
Headteacher and Head of Centre

**Name:**

**Signature:**

**Date:**