



The Fernwood School

High Achievement with Care & Discipline for All"

Conflicts of Interest Policy - Exams

This policy will be monitored regularly and evaluated so that it remains responsive to current issues. This will be co-ordinated by the Senior Leader i/c Examinations.

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Status: Non-Statutory



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1. Introduction

The Fernwood School manages conflicts of interest in accordance with the JCQ [General Regulations for Approved Centres](#) (section 5.3) 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.

2. Purpose of this Policy

This policy addresses the management of any potential conflicts of interest.

3. Declaration Process

- ❧ All staff will be made aware of this policy and subsequent Declaration of Personal Interest Form. A signed record for all staff will be kept where they will be required to:
 - ❧ Confirm their understanding of what a personal interest in a candidate relates to
 - ❧ (Where applicable) declare a personal interest in a candidate and identify their role(s) in the arrangements. The Exam Officer will either send out by hard copy or electronic mail to all centre staff declaring a conflict of interest
 - ❧ Confirm awareness of the need to maintain the confidentiality of the grades and endorsements determined by the centre
 - ❧ Return the completed declaration to the Exam Officer

4. 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 Head of Centre, 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 later process 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 to their normal procedures for informing conflicts of interest.