



Policy Name	Conflict Interest Policy for Exams
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Conflict of Interest Policy for Examinations

Introduction

This policy is about conflict of interest. All relevant staff and individuals have a responsibility to be aware of the potential for a conflict of interest.

Purpose

The purpose of this policy is to protect staff and students and the integrity Old Farm School as an exams centre. Any assessor or other member of staff involved in any way with Old Farm School's internal assessments or exam processes must advise the Head or Deputy Head Teacher of any conflict(s) of interest in this regard.

Policy Scope

This policy applies to all staff and other individuals who interact with the work of the exam boards including teaching and marking.

Definition of conflict of interest

A conflict of interest is a situation which an individual has competing interests or loyalties. In the case of an individual, the conflict of interest could compromise or appear to compromise their decisions, if it is not properly managed. Conflicts of interest would include, but are not limited to:

- having a family or personal relationship with any candidate on a course with which staff may be involved;
- being simultaneously employed or contracted by the School and an Exam Board for a particular subject;
- teachers being used as invigilators/readers/scribes or prompts in exams where they teach that particular subject;
- where someone works for or carries out work on behalf of an Exam Board, who has friends or relatives taking assessments or exams with the same Exam Board;

Responsibilities

Staff should inform the Head (Steve Graham) or Deputy Head (Michael Coldwell) of any potential conflict(s) of interest on being appointed to any position of responsibility regarding assessments or Exams, or as soon as they become aware of a potential conflict.

Declarations will be treated in confidence and the details of the declaration will go no further than the Head of Old Farm School, unless it is felt necessary after initial declaration. If a declaration is made, the Head or Deputy will decide upon reasonable action to take in consultation with those involved. Records will show only that a declaration has been made and the action taken, not the details.

The ultimate responsibility for the Conflict of Interest Policy, dissemination of the policy and management of potential and actual conflicts of interest rest with the senior leadership team. All individuals have the responsibility for ensuring that they are familiar with the Conflict of Interest Policy and any guidelines. They will be required to read and understand the policy on an annual basis. The individual and senior leadership team are equally responsible for ensuring that the issue is documented carefully.

Any staff member considering paid or unpaid work outside of Old Farm School should inform the senior leadership team if they think there is a potential for a conflict of interest. If the staff member is unsure whether a conflict of interest might arise, they should discuss this.

Subject teachers must not be considered as appropriate support in an examination if the exam is the subject they generally teach, i.e. science teachers should not be allowed in the exam room whilst a science exam (whether it be biology, physics or chemistry) is in progress.

The most important feature of the policy is the requirement for an individual to disclose any activity that might give rise to a potential conflict of interest. If there is any doubt whether or not it represents a conflict of interest, the agreed and best course of immediate action is to report it.

Annually, staff will sign a conflict of interest disclaimer regarding any aspect of the delivery, administration or moderation of any aspect of an examination course.