



Ortu Gable Hall School
Knowledge nurtures wisdom

Conflict of Interest 2020/21

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Introduction

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 the information, or their position, to give an unfair advantage to a close friend or relative entered for an examination assessment at this or any other centre.

The term 'Related People' is used to cover close friends or relatives

Purpose

A Conflict of Interest exists in relation to an awarding organisation where:

- Its interests in any activity undertaken by it, on its behalf or by a member of its Group have the potential to lead it to act contrary to its interests of the development, delivery and award of qualifications in accordance with its Conditions of Recognition (of the awarding organisation.)
- A person who is connected to the development, delivery or award of qualifications by the awarding organisation has interests in any other activity which have the potential to lead that person to act contrary to his or her interests in that development, delivery or award in accordance with the awarding organisation's Conditions of Recognition.
- An informed and reasonable observer would conclude that either of these situations was the case.

Who are 'Related People'

'Related People' are those with whom the member of staff has a close relationship. It would include spouses, children and siblings, but would also include close friends, relatives and members of the household where there is regular contact, such that privileged information might be shared inappropriately. A step-relative, cousin, niece, etc., would count if the contact with that person was close and frequent.

Management and Declaration

It is the responsibility of all centre staff to declare all conflict of interests. Any undeclared conflict of interest and instances where assessment has taken place where conflict of interest exists may be investigated by the awarding bodies.

Any and all conflict of interest pertaining to the assessment of Vocational Qualifications will be declared to the relevant exam board. Each individual involved in the assessment process is responsible for declaring conflict of interest. Where the centre is able to mitigate against a declared conflict of interest, the mitigation will be included in the declaration.

In instances where the centre cannot mitigate against a Conflict of interest (for example, where the only qualified assessor and internal verifier available at a centre are related) the unresolved conflict will be declared to the awarding body to make arrangements to mitigate through the external quality assurance processes.

The Head of Centre along with the Exams Officer will be directly responsible for ensuring that the correct submissions are made in relation to all conflict of interests.

The Examinations officer will submit all known declarations of conflict of interest.

Data Protection

As a centre, we are obliged, under contract, to meet the requirements set out by the awarding bodies in their policies and regulations, including those issued by JCQ. This is a lawful basis for collecting and, where appropriate, providing on request information about potential Conflicts of Interest. Likewise, the awarding bodies are handling this information in order to comply with Statutory Regulations, and the data is held in accordance with their Data Privacy and Usage policies.

Process



Staff members can include:

- Teachers
- Exams Office Staff
- Invigilators

Only staff that have access to confidential assessment materials or are entered for an examination/assessment will need to declare an interest.

Staff must declare an interest if:

- they have 'Related People' entered for any examination/assessment at this centre or any other centre.
- they are entered for an examination or assessment at this centre or any other.

Record the Conflicts

Make a record of all staff members that declare an interest along with all steps taken to manage the risk represented by any Conflict of Interest to ensure all arrangements ensure there is no risk of having access to confidential material.

All records may be subject to inspection to ensure that any potential impact of the conflict has been considered and mitigated.

Exams Officer

Must inform the awarding body/bodies where, for one or more of their specifications:

- Any member of staff is entered for an examination or assessment;
- Any member of staff (including invigilators), with access to your centre's secure storage facility, has 'Related People' sitting examinations at this centre or any other. That includes any member of staff who has access to both confidential assessment materials and is also entered for an examination at another centre;
- Any member of staff who is involved in making assessment decisions for 'Related People' at this centre where there are centre marked and externally moderated components/units. (Awarding bodies are normally informed of the candidates affected at the point when centre assessed marks are submitted.)
- Store all records of Conflict of Interest for a minimum of one year after the results have been issued for the relevant examination series.

Declaration Submission

Declarations can be submitted online following the examination boards instructions or complete the relevant forms supplied by the awarding body/bodies.