Conflict Of Interest Policy (Examinations and Assessments)

Approved…….

Date for review: 21st October 2027

Introduction

Ormiston Venture Academy is committed to ensuring the integrity of examinations and assessments and managing any actual, potential or perceived conflicts of interest in accordance with the current JCQ General Regulations for Approved Centres. The Head of Centre is responsible for ensuring that conflicts of interest are identified, managed, recorded and, where required, reported to awarding bodies. The Exams Officer will administer the process on behalf of the Head of Centre.

This policy should be read alongside the Academy's Examinations Policy, Malpractice Policy and Internal Assessment Procedures.

Purpose of the process

The purpose of this policy is to:

- Protect the integrity, validity and credibility of qualifications and assessments.
- Ensure that all actual, potential or perceived conflicts of interest are identified and managed appropriately.
- Maintain public confidence in the examination and assessment process.
- Ensure compliance with the requirements of awarding bodies and JCQ regulations.
- Reduce the risk of malpractice, maladministration or unfair advantage to any candidate.

For the purpose of this policy, family members include parents, children, siblings, spouses, partners, step-family, foster family and other close personal relationships.

Purpose of the process

This policy applies to all staff involved in examinations and assessments, including:

- Senior leaders
- Teaching staff
- Heads of Department
- Assessors
- Internal moderators
- Exams Office staff
- Invigilators
- Learning support staff
- Administrative staff involved in assessment arrangements

This policy also applies to any private candidates accepted by the centre.

Declaration Process

A declaration process will be completed annually and whenever a new conflict of interest becomes known.

The Exams Officer will:

- Issue a Declaration of Personal Interest Form to all relevant staff via Google Forms.
- Maintain a record of all declarations received.
- Review declarations with the Head of Centre where necessary.

Staff will be required to:

- Confirm their understanding of what constitutes a conflict of interest.
- Declare any actual, potential or perceived conflict of interest.
- Confirm where no conflict exists.
- Maintain the confidentiality of examination and assessment materials and candidate information.
- Submit their declaration by 31 January each academic year or immediately if circumstances change.

Managing Conflicts of Interest

A Conflicts of Interest Log will be maintained by the Exams Officer.

For each declared conflict, the following will be recorded:

- Name of staff member.
- Candidate involved (where applicable).
- Nature of the conflict.
- Risk assessment undertaken.
- Agreed control measures.
- Date reviewed.
- Outcome of review.

The Head of Centre will determine whether the conflict presents a risk to the integrity of examinations or assessments and what action is required.

Control Measures

Where a conflict of interest is identified, appropriate measures may include:

- Removing the staff member from the assessment process.
- Arranging for work to be assessed or moderated by another member of staff.
- Restricting access to confidential examination materials.
- Implementing additional quality assurance checks.
- Using external moderation where appropriate.
- Ensuring decisions relating to assessment and examination administration are independently reviewed.

The academy will ensure that duties are separated wherever possible to minimise any risk to examination integrity.

Notification to Awarding Bodies

Where required under awarding body regulations, the Head of Centre or Exams Officer will notify the relevant awarding body of the conflict of interest before the published entry deadline or as soon as the conflict becomes known. Notifications will be made in accordance with awarding body requirements.

Confidentiality

All declarations and records relating to conflicts of interest will be treated as confidential and will only be shared with those who require access in the fulfilment of their duties.

Monitoring and Review

The Head of Centre and Exams Officer will review the Conflicts of Interest Log regularly to ensure that identified risks continue to be effectively managed.

This policy will be reviewed annually and updated in line with changes to JCQ and awarding body requirements.

Retention of Records

Records of declarations, conflict logs and mitigation measures will be retained until the deadline for reviews of marking has passed, or until any appeal, malpractice investigation or enquiry relating to the qualification has been completed.

Responsibility

Role	Responsibility
Head of Centre	Overall responsibility for ensuring conflicts of interest are identified, managed and reported where required
Exams Officer	Administration of declarations, maintenance of records and conflict log
Senior Leaders	Supporting the management of identified conflicts
Staff	Declaring any actual, potential or perceived conflicts of interest promptly