



CONFLICT OF INTEREST POLICY (Exams)

2023/24

Approved/reviewed by	
Date of next review	

Introduction

The Altus 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 Centres 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

Purpose of the policy

This policy addresses how we are managing any potential conflicts of interest.

General principles

A process is in place to collect any declaration of personal interest from all staff involved 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

- An email is sent to all school staff by the Exams Officer requesting staff with any conflict of interest make this known to the exams officer by a set date.
- Staff are required to:
 - (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

Managing conflicts of interest

- A Conflicts of Interest log for Summer 2024 will be maintained to record any potential conflicts of interest declared by centre staff
- The log will record the nature of potential conflict and steps to manage the risk, 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.

Individual awarding body instruction/guidance will be followed if there is any change to their normal procedures for informing of conflicts of interest