



Aldercar High School

Conflict of Interest exams procedure

2019/20

This procedure is reviewed annually to ensure compliance with current regulations

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| Approved/reviewed by | |
| | |
| Date of next review | September 20 |

Key staff involved in the complaints and appeals procedure

| Role | Name(s) |
|--|---------------------|
| Head of centre | Clare Hatto |
| Exams officer line manager (Senior Leader) | Leigh Parry |
| Exams officer | Carly Kyle |
| Operations Manager | Glenn Turner |
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Purpose of the procedure

The purpose of this procedure is to highlight and illustrate potential situations where conflicts of interest may arise and to identify the principles that Alder High School will adopt in the management of conflicts of interest.

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This policy is relevant to all staff members who are engaged in the implementation, assessment and quality assurance of the qualifications delivered by Alder High School, and any person who can influence the outcomes of the assessment process.

What is a conflict of interest?

A conflict of interest is where an individual has competing interests or loyalties. Conflicts of interest can arise in a variety of circumstances and it is likely that people working at Alder High School may encounter potential conflicts of interest from time to time.

Who is responsible?

It is the responsibility of all staff at Alder High School to ensure that they are familiar with this Conflict of Interest Procedure and the requirement to disclose any activity that has the potential to represent a conflict of interest.

Alder High School acknowledges that it is not always possible to pre-empt when a conflict of interest is likely to arise and this policy is not designed to cover every eventually. Generally, there will be a conflict of interest if an individual's interest and / or loyalties conflict with those of Alder High School and those of the awarding body represented.

Examples of Conflict of Interests

Conflicts of interest can occur in a number of ways and from a variety of situations. For example, if, for any reason:

- ▶ One learner is favoured above another
- ▶ There is not account taken of the broad needs of the learner as set out in the awarding bodies guidance / requirements
- ▶ An assessor / verifier works for multiple stakeholders and has difficulty being impartial
- ▶ When an individual has personal interests that conflict with his / her professional position
- ▶ Staff member having a close or familiar relationship with a student or students' family whilst being involved in decisions about the outcome of their accreditation or qualification
- ▶ A conflict arises between the learner, assessor, internal quality assurance or awarding body

Responsibility

It is the responsibility of all persons, when involved in the assessment of qualifications, internal quality assurance and other associated activities to disclose any actual or potential conflict of interest.

The Exams Officer will request and log all conflict of interests relating to exams at the beginning of each academic year.

Any conflict of interest should be disclosed and recorded with the exams officer and then reported to the awarding bodies.

If an individual has any changes to their declared circumstances they must inform their line manager or the operations manager immediately so that the conflict of interest can be evaluated, and the register updated. The information is then evaluated to identify if any further action is required and a written record of the outcome of the evaluation is kept.