



YSGOL GATHOLIG CRIST Y GAIR CHRIST THE WORD CATHOLIC SCHOOL



EXAM

Conflict of Interest Policy

January 2025



Christ the Word Catholic School

Ysgol Gatholig Crist y Gair

Name of Policy / Procedure	Conflict of Interest Policy
Issue date	January 2025
Review date	January 2026
GB committee responsible for the policy	Curriculum, Standards and Performance Committee
Staff member responsible for writing, reviewing and updating the policy	Headteacher
Person responsible for monitoring implementation of the policy	Chair of Curriculum, Standards and Performance Committee
Workload impact assessment	High

Teacher Workload Impact Assessment

High impact: Policy implemented by teachers on a daily / weekly basis
Medium impact: Policy implemented by teachers on a monthly / termly basis
Low impact: Policy implemented by teachers on an annual basis
Not applicable (n/a) Policy is not implemented by teachers

- ❖ This policy has been adopted for use at Ysgol Crist y Gair based on the North Wales Schools model policy.

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Christ the Word Catholic School expects anyone employed, engaged by or working on behalf of the organisation to conduct themselves with or exhibit:

- ✓ integrity
- ✓ selflessness
- ✓ accountability
- ✓ openness
- ✓ honesty
- ✓ objectivity
- ✓ impartiality, and
- ✓ leadership.

1. Purpose of the Policy

The purpose of this policy is to provide guidance to staff and any other relevant individuals on handling possible conflicts of interest that may arise as a result of their roles as teachers, support staff, invigilators, and assessment/exam-related administrators. This policy applies to all staff or other individuals whenever they interact or potentially interact with any of the school assessment/exam related functions.

This policy:

- Defines what is meant by conflict of interest
- Describes the role of conflict of interest in the context of working for the school in an assessment/exam related function
- Sets out which conflicts can be managed and how they should be managed, and those which are considered unmanageable and therefore cannot be allowed
- Illustrates potential conflict of interest situations, some of which are not obvious

The most important feature of the policy is the instruction that staff and relevant individuals should always disclose an activity if there is any doubt about whether it represents a conflict of interest.

The policy describes how and when such disclosures should be made, that is, as soon as potential or actual conflict is discovered. This should be done by completion of a report at the time (i.e. before activity is carried out). The policy describes the procedures that should be followed and how to handle potential conflicts of interest.

This policy applies to staff and other individuals who interact or potentially interact with the assessment-related work/examinations of the school. This includes individuals involved with all aspects of devising, setting, marking, administering, invigilating, internally verifying or any other activity connected with the assessment of candidates and associated supporting resources and services.

The individuals falling within the scope of this policy include full-time, part-time, prorated and support staff of the school and any associate staff including external examiners. The content of the policy cannot cover every potential conflict and must be interpreted in the light of the particular circumstances of each conflict.

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2. What is a Conflict of Interest?

A simple definition of conflict of interest is a situation in which an individual or organisation has competing interests or loyalties. Conflicts of interest can arise in a variety of circumstances, for example:

- An individual whose personal interests' conflict with his/her professional position.
- An individual scheduled to assess, invigilate or internally verify the work of friends, relatives.
- A member of staff makes assessment materials available to individuals, whether or not students of the school, when not specifically tasked with assessing them as part of a timetabled activity.

3. Implications of a breach of a Conflict of Interest

Implications of a breach of a conflict of interest could constitute the following:

- a. Breach of terms or contract of employment
- b. Breach of Teacher Standards
- c. Breach of Professional Standards
- d. Gross misconduct

4. Roles, Responsibilities and Associated Procedures

Roles, Responsibilities and Associated Procedures to be followed in the Event of an Actual or Perceived Conflict of Interest:

- All relevant staff have a responsibility to be aware of the potential for a conflict of interest. It is possible that staff working in any assessment/exam related role might encounter potential conflicts of interest from time to time. Such situations must be carefully managed to ensure that any conflict of interest does not detrimentally impact on standards of, or public confidence in the school's educational provision. Staff can find themselves in potential conflicts of interest situations because they are not clear what the correct, auditable processes and procedures are.
- The Conflict of Interest policy is included in the induction of all new teachers, invigilators and assessment/examination related support staff. Staff must be asked annually of any potential conflicts of interest (as and when the situation arises, teachers, invigilators and support staff must notify the school of any students that are at the school who are family members, other relatives or close friends).
- Any day-to-day concerns identified by an individual should be raised with their line manager in the first instance.
- Where there is a notified potential conflict of interest for an individual, the individual and line manager must document this carefully, together with those activities that must be avoided to prevent the school being brought into disrepute. A declaration of conflict of interest form should be signed by both the individual and the line manager, brought to the attention of the Headteacher where documents will be retained for audit purposes. (see Appendix A and B)
- Any concerns that the individual feels are urgent should be communicated immediately to the Headteacher and should be done so in confidence. It is an individual's right to raise concerns relating the conflict of interest directly with the Headteacher.
- If a teaching member of staff is involved in any way with the development of a secure assessment for either internal or national use, he/she cannot make use of the knowledge of that assessment in any teaching or learning activity.

- Teachers, invigilators and assessment/exam-related administrators must take responsibility to ensure the security and confidentiality of all assessment documents including examination papers.

Appendix A



Centre staff conflict of interest declaration: Non- Examination Assessment

Centre staff must complete the declaration in the following circumstances:

- ✓ if they have marked or been involved in the internal standardisation of the work of their own child. The work **must also** be submitted for moderation even if it is not identified in the sample
- ✓ if they have access to the content of confidential non-examination materials which could benefit their child in their own or another centre e.g. assessments taken over a period of time, or assessment materials which are allowed to be opened for checking such as DVDs prior to the assessment date.

Centre Number

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Staff name Job

Name of Centre Subject

Assessment Code

Title

Level

Description of conflict of interest

e.g. A member of staff will have access to confidential material during the assessment window. Their child is undertaking the assessment at another centre.

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Description of actions to be taken to ensure that the integrity of the assessment is not compromised:

e.g. The two centres have liaised and the assessment will be scheduled at the teacher's centre after their child has completed their assessment, thereby avoiding any conflict of interest.

Declaration

"I agree not to divulge the content of the non-examination assessment. I have read and understood the specification requirements. I have read and understood the JCQ *Suspected Malpractice in Examinations and Assessments: Policies and Procedures*. I understand that failure to abide by this declaration will render me liable for sanctions or penalties as set out in the *Policies and Procedures* publication."

To be completed by the teacher/other staff member:

Name

Signrf

Email Address

To be completed by the line manager:

Namee

Signed

Job title

Date

Email Address

Please return this form to exams@wjec.co.uk

Conflict of Interest Reported to Awarding Bodies

Staff taking examination/assessment within centre that include internally assessed components/units.

Centre Name:

Centre No:



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Appendix B

Name	Role	Subject Awarding Body	Series	Steps taken to mitigate conflict of interest

Staff who are teaching and preparing members of their family or close friends and their immediate family for qualifications. Including internally assessed components/units.

Name	Role	Subject Awarding Body	Series	Steps taken to mitigate conflict of interest

For Centre Records

Centre Name:

Centre No:

This record may be inspected by a JCQ Centre Inspector and/or awarding body staff.

Exams office staff who have members of their family or close friends and their immediate family, being entered for examinations and assessments either at the centre itself or other centres.

Name	Role	Relationship of Related Person	Relevant Centre	Series	Steps taken to mitigate conflict of interest

Staff who are taking qualifications at their centre which do not include internally assessed components/units.

Name	Role	Qualification	Series	Steps taken to mitigate conflict of interest

Staff who are taking qualifications at other centres.

Name	Role	Qualification	Centre	Series	Steps taken to mitigate conflict of interest