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## Introduction

It is the responsibility of the head of centre to ensure that Thomas Deacon Academy has a written conflict of interest policy in place available for inspection. The policy confirms that Thomas Deacon Academy:

Manages conflicts of interest by informing the awarding bodies, before the published deadline for entries for each examination series, of:

- Any members of centre staff who are taking qualifications at their own centre which include internally assessed components/units.
- Any members of centre staff who are teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications which include internally assessed components/units and

Maintains clear records of all instances where:

- Exams office staff have members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son / daughter) being entered for examinations and assessments either at the centre itself or other centres.
- Centre staff are taking qualifications at their own centre which do not include internally assessed components / units.
- Centre staff are taking qualifications at other centres.

## 1. Purpose of the policy

The purpose of this policy is to confirm how Thomas Deacon Academy manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

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## 2. General principles

A process is in place to collect data, from all staff, in September of every academic year via an online form – conflict of interest declaration. This is followed up by completing the follow up declaration when applicable to identify and manage any declared conflict of interest at Thomas Deacon Academy

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## 3. Declaration process

All staff at Thomas Deacon Academy are requested to complete a conflict of interest form, answering the following questions:

- Name, Job role.
- Are you teaching members of your family (including step-family, foster family and similar close relationships) for qualifications which include internally assessed units/components?
- Provide details of the name, year group, which subject you are teaching them and relationship to you.
- Do you have a family member or close friend /member of their family being entered for exams / assessments at Thomas Deacon Academy.
- Please provide the name of the student, year group and relationship to you.
- Do you have a family member or close friend / member of their family being entered for external examinations / assessments at another school / educational establishment.
- Please provide details of the relationship to you, year group, name of school where they are sitting exams / assessments.

- Are you taking any qualifications (that are taught at Thomas Deacon Academy) at another centre this academic year?
- Please provide details of the qualification name, awarding body and the centre you are registered with.

#### **4. Managing Conflicts of Interest**

A follow up declaration is sent to staff who have responded yes to any of the above questions with the following content:.

##### Potential Examination Conflict of Interest

As I have declared that I have family members\* who will be taking exams this academic year, I confirm that:

- I will not disclose/share any confidential examination materials, for example, pre-release materials, previous exam papers/mark schemes being used for formal exams/internal assessments, with my family member\*.
- For Teacher Assessed/Internally Assessed Work (where applicable):
  - a) I will not be the sole assessor for any NEA/TAG/Internal assessed work or formal assessments. I understand any marked work will be submitted for moderation, regardless of whether or not it is part of the moderation sample.
  - b) I will accurately record any assessment marks that may be used for examination/assessment/TAG purposes.

*\* A family member includes step-family, foster family and similar close relationships*

- I understand that any disclosure involving external examination materials, internal assessments or actions that will give an unfair advantage to my family member\*, will constitute malpractice and will be reported to the awarding body, the Headteacher and TDET HR Department.

A conflict of interest log is maintained at TDA by the Exams Officer.

Thomas Deacon Academy manages conflicts of interest by informing the awarding bodies, before the published deadline for entries for each examination series of:

- a) Any members of centre staff who are taking qualifications at their own centre which include internally assessed components / units.

- b) Any members of centre staff who are teaching or preparing members of their family (which include step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications which include internally assessed components/units.

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## 5. Roles and Responsibilities

### The role of the head of centre

- Ensure conflicts of interest are managed according to the requirements (GR 5.3)
- Ensure clear records are maintained and that the records include details of the measures taken to mitigate any potential risk to the integrity of the qualification affected (GR 5.3)
- Ensure the records are available where they may be requested by a JCQ inspector and/or awarding body staff (GR 5.3)
- Ensure the records are retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later (GR 5.3)
- Ensure that entering members of centre staff for qualifications at this centre is as a last resort in cases where the member of centre staff is unable to find another centre.
- Ensure that proper protocols are in place to prevent the member of centre staff having access to examination materials prior to the examination and that other centre staff are briefed on maintaining the integrity and confidentiality of the examination materials.
- Ensure that during the examination series the member of centre staff is treated in the same way as any other candidate entered for that examination, does not have access to examination material and does not receive any preferential treatment (GR 5.3)

### Additional responsibilities

Ensure that centre staff are aware they are required to declare any conflict of interest.

### **The role of the examinations office/officer**

- Ensure the process for collecting declarations of interest is undertaken.

Identify and follow the awarding body's administrative process for submitting details of members of staff who are:

- Taking qualifications which include internally assessed components/units at their own centre.
- Teaching and preparing members of their family (which include step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications which include internally assessed components/units (GR 5.3).
- Retain the records of the measures taken to mitigate any potential risk to the integrity of the qualifications affected until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed whichever is later (GR 5.3).



## Examinations Conflict of Interest Policy