

Peter 2: Verse 17-23.

Treat everyone you meet with dignity. Love your spiritual family. Revere (*worship*) God. This is the kind of life you've been invited into, the kind of life Christ lived. He never did one thing wrong, not once said anything amiss.



Conflicts of Interest for Exams

Author:

Exams Manager

Date Adopted by Governors

October 2023

Date of last review/amendment:

Date of next review:

September 2024

Peter 2: Verse 17-23.

Treat everyone you meet with dignity. Love your spiritual family. Revere (*worship*) God. This is the kind of life you've been invited into, the kind of life Christ lived. He never did one thing wrong, not once said anything amiss.

Our Academy Vision is "Living Well Together with Dignity, Faith and Hope". We aspire to take dignified decisions and afford dignity to all members of our community, regardless of background or circumstance. Our position as a Voluntary Aided Church Academy means that the Christian faith has a central role in all of our actions and decisions. We strive for excellence in all that we do, enabling our students to transform their lives and to hope for happy and successful futures.

At All Saints Academy, our vision is "Living Well Together with Dignity, Faith and Hope and this translates into our everyday practice. All Saints Academy is deeply committed to the principles of equality, diversity and inclusion and actively promotes this with its staff, governors, volunteers, students, parents/carers and all in the Academy community.

Introduction

All Saints Academy 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 our Quality of Education 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 to ensure they address the specific challenges of delivery in the academic year 2023/24.

Purpose of the policy

This policy addresses how the Academy is managing any potential conflicts of interest under the specific arrangements for delivery in the academic year 2023/24.

General Principles

A process is in place to collect any declaration of personal interest from all staff involved in the arrangements for exams in the academic year 2023/24 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

A Declaration of Personal Interest form for academic year 2023/24 will be sent by the Exams Manager by email to all centre staff involved in the examination and qualification delivery process.

Staff will be required to:

- confirm their understanding of what a personal interest in a candidate relates to
- (where applicable) declare no personal interest in any candidate
- (where applicable) declare a personal interest in a candidate and identify their role(s) in the examination/qualification delivery arrangements
- confirm awareness of the need to maintain the confidentiality of the grades and endorsements determined by the centre
- return the completed declaration to the Exams Manager prior to the published deadline for entries

The Exams Manager will inform awarding bodies of conflicts of interest pertaining to candidates and any members of centre staff who are taking qualifications at their own centre.

Managing Conflicts of Interest

A Conflicts of Interest log for the academic year 2023/24 will be maintained to record any potential conflicts of interest declared by centre staff.

Peter 2: Verse 17-23.

Treat everyone you meet with dignity. Love your spiritual family. Revere (*worship*) God. This is the kind of life you've been invited into, the kind of life Christ lived. He never did one thing wrong, not once said anything amiss.

The log will record the nature of potential conflict and a decision by the Head of Centre, 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, carefully considering the need if to separate duties and personnel.

Individual awarding body instruction/guidance will be followed if there is any change (for examinations in the academic year 2023/24) to their normal procedures for informing of conflicts of interest.