



HARROGATE
GRAMMAR SCHOOL
EXCELLENCE FOR ALL

Conflict of Interest Policy (Exams) 2024-25

Member of Staff Responsible

Alison Meacher

Approved on:

08 05 25

Review date:

May 2026

Introduction

It is the responsibility of the head of centre to ensure that Harrogate Grammar School has a written conflicts of interest policy in place available for inspection. This policy confirms that Harrogate Grammar School:

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 Harrogate Grammar School 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 internal 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 Harrogate Grammar School which do not include internally assessed components/units
- centre staff are taking qualifications at other centres (GR 5.3)

Purpose of the policy

The purpose of this policy is to confirm how Harrogate Grammar School manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

General principles

A process is in place to collect conflict of interest declarations in relation to external assessments and examinations taking place in the school from all school staff to ensure that any risks to the integrity of the examinations are identified and measures are put in place to mitigate the risks. The information will be used to inform awarding bodies of any members of staff who are taking qualifications at HGS which include internally assessed components/units and any members of staff who are teaching and preparing members of their family or close friends and their immediate family for qualifications which include internally assessed components /units. A conflict of interest log will also be compiled which will include both the information above and all instances where exams office staff have members of their family or close friends and their immediate family being entered for examinations and assessments either at HGS or other centres; staff are taking qualifications at HGS which do not include internally assessed components/units or staff are taking qualifications at other centres.

Declaration process

A link to an electronic Microsoft form will be circulated to all staff prior to the entry deadline asking for them to declare any conflicts of interest. This information will be held in an excel spreadsheet. Where staff have a conflict of interest this information will be recorded on the internal Conflict of Interest Log.

Managing conflicts of interest

A conflicts of interest log is maintained and any potential conflict declared by centre staff is centrally recorded on the log. The relevant awarding body/bodies is/are informed (where required by the nature of the conflict) of specific conflicts of interest/centre staff declarations before the published deadline for entries for each examination series by identifying and following the individual awarding body's administrative process. The agreed measures/protocols taken/put in place to mitigate any potential risk

to the integrity of the qualifications affected, are recorded on the log and the affected member of staff informed of these measures/protocols.

Roles and responsibilities

The role of the head of centre

- Ensure conflicts of interest are managed according to the requirements (GR 5.3)
- Ensure internal records are maintained and that the records include details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected (GR 5.3)
- Ensure the records are available where they may be requested by a JCQ Centre 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 materials and does not receive any preferential treatment (GR 5.3)

The role of the exams manager

- 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 Harrogate Grammar School
 - 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 (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)

CONFLICTS OF INTEREST LOG 2024/25

Date recorded	Staff name & job title(s)/role(s)	Conflict of interest (COI)	Measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected

(General Regulations for Approved Centres, 5.3j) The head of centre **must** retain records of all conflicts of interest including details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected. The records may be inspected by a JCQ Centre Inspector and/or awarding body staff. They might be requested in the event of concerns being reported to an awarding body. The records **must** be 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.

Conflict of interest (COI)	Measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected
<p>(As a last resort where the member of centre staff is unable to find another centre)</p> <p>Member of staff is taking a qualification(s) at this centre which includes internally assessed components/units</p> <p><input type="checkbox"/> COI declared to relevant awarding body before the published deadline for entries (for each affected examination series)</p>	<p>To:</p> <ul style="list-style-type: none"> • prevent the member of centre staff having access to examination materials prior to the examination • brief other relevant centre staff on maintaining the integrity and confidentiality of examination materials • ensure 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 materials and does not receive any preferential treatment
<p>Member of staff is 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</p> <p><input type="checkbox"/> COI declared to relevant awarding body before the published deadline for entries (for each affected examination series)</p>	<p>To:</p> <ul style="list-style-type: none"> • make every effort to avoid situations where a candidate is assessed by a person who has a close personal relationship with the candidate • ensure the member of centre staff is not solely involved in making assessment decisions for the affected candidate for any internally assessed component/unit • ensure the marked work will be submitted for moderation whether or not it is part of the moderation sample
<p>Member of exams office staff has a member 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 this centre itself or other centres</p>	<p>To:</p> <ul style="list-style-type: none"> • ensure that the member of exams office staff does not have unaccompanied access to examination materials (for example, question papers, pre-release materials, answer scripts, etc) • ensure that another person is present for particular administrative arrangements relating to the candidate's exams/assessments
<p>Member of staff is taking a qualification(s) at this centre which does not include internally assessed components/units</p>	<p>To:</p> <ul style="list-style-type: none"> • prevent the member of centre staff having access to examination materials prior to the examination • brief other relevant centre staff on maintaining the integrity and confidentiality of examination materials • ensure 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 materials and does not receive any preferential treatment
<p>Taking a qualification(s) at another centre</p>	<p>To:</p> <p>ensure the member of centre staff does not have access to examination materials for the same awarding body qualification if this is delivered in the centre</p>