Conflicts of Interest Policy

Annual survey of all staff to ascertain where a conflict of interest may occur.

- Ensures the relevant awarding bodies are informed before the published deadline for entries for each examination series of any potential conflict of interest where:
    - a member of centre staff is taking a qualification at the centre which includes internally assessed components/units (noting that being entered by the centre must be as a last resort where unable to find an alternative centre)
    - a candidate is being taught and prepared for a qualification which includes internally assessed components/units by a member of centre staff with a close relationship to the candidate

- Maintains clear records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected by the above, and where:
    - a member of exams office staff has a close relationship to a candidate being entered for exams and assessments at the centre or at another centre
    - a member of centre staff is taking a qualification at the centre which does not include internally assessed components/units (noting that being entered by the centre must be as a last resort where unable to find an alternative centre)
    - a member of centre staff is taking a qualification at another centre.

The survey is undertaken by the SLT lead for examinations and, where a conflict of interest is identified, shared with the Examinations Officer to ensure that the appropriate measures are undertaken to ensure the security of the examinations.