



THE COOPERS' COMPANY  
AND COBORN SCHOOL

*Love as Brethren*

## Conflict of Interest Policy

**Summer 2021**

	Name of School	The Coopers' Company and Coborn School
	Policy Date	April 2021
	Who reviewed this policy?	Mrs. A. Titley
	Approved by SLT	Yes



## Contents

Key staff involved in the conflict of interest process – Summer 2021 .....	1
Introduction .....	2
Purpose of the policy .....	2
General principles .....	2
Declaration process .....	2
Managing conflicts of interest.....	3
Declaration of Personal Interest form – Summer 2021 .....	Appendix <a href="#">A</a>
Head of Department - Declaration of Personal Interest form – Summer 2021 .....	Appendix B
Conflicts of Interest log – Summer 2021 .....	Appendix C



## Key staff involved in the conflict of interest process – Summer 2021

<b>Role</b>	<b>Name(s)</b>
Head of centre	<b>Ms. S. Hay</b>
SLT members	<b>Mr. R. Bell</b> <b>Mr. M. Duncan</b> <b>Mrs. J. Harris</b> <b>Mrs. R. Carron</b> <b>Mr. J. Dudley-Hart</b>
Exams office	<b>Mrs. A. Titley – Examinations and Data Manager</b> <b>Mrs. L. Butler – Deputy Examinations Officer</b>



## Introduction

The Coopers' Company and Coborn School 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 Exams Policy - 2020/21 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 Summer 2021.

## Purpose of the policy

This policy addresses how we are managing any potential conflicts of interest under the specific arrangements for delivery in Summer 2021.

## General principles

A process is in place to collect any declaration of personal interest from all staff involved in the arrangements for Summer 2021 and to manage any potential conflicts of interest.

## Declaration process

The Coopers' Company and Coborn School's process is as follows:-

- A *Declaration of Personal Interest form* (Appendix A) for Summer 2021 will be sent by Mrs. A. Titley (Examinations and Data Manager) via email to all centre staff involved in the 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 arrangements;
  - confirm awareness of the need to maintain the confidentiality of the grades and endorsements determined by the centre;
  - return the completed declaration to Mrs. A. Titley by Friday 23<sup>rd</sup> April 2021.
- A *Head of Department Personal Interest form* (Appendix B) for Summer 2021 will be sent by Mrs. Titley (Examinations and Data Manager) via email to all heads of department (HOD) whom have members of centre staff involved in the process who may have a personal interest with a candidate studying the subject;
- HOD will be required to:-
  - confirm their understanding that a member of the subject department involved in the teacher assessed grade process has a personal interest that relates to a candidate;



- confirm their awareness of their responsibility to ensure that the relevant member of staff concerned will not have access to the candidate's assessment material used in ascertaining the teacher-assessed grades;
- confirm their responsibility to input all assessment grades for the candidate concerned, which will be recorded on a separate assessment record to that of the remainder of the subject cohort with strict access rights.
- return the completed declaration to Mrs. A. Titley by Friday 23<sup>rd</sup> April 2021.

### **Managing conflicts of interest**

The Coopers' Company and Coborn school's process is as follows:-

- A *Conflicts of Interest log* (Appendix C) for Summer 2021 will be maintained to record any potential conflicts of interest declared by centre staff;
- The log will record the nature of potential conflict and a decision by Mr. M. Duncan (Assistant head teacher i/c of exams) and Mrs. A. Titley (Examinations and Data Manager), 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.

**Declaration of Personal Interest form – Summer 2021**

Name	
Job role (s)	

This completed form must be returned to Angela Titley (Examinations and Data Manager) by Friday 23<sup>rd</sup> April 2021.

**Confirm your understanding: (Please tick the box to confirm a statement)**

- I understand that a personal interest relates to a candidate who is a member of my family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter)

**You must declare all statements that apply to you: (Please tick the box to confirm a statement)**

- I declare a personal interest in a candidate who is part of a class or cohort for whom I will be:
- Determining teacher assessed grades including consideration of evidence and how that evidence informs these grades in accordance with our Centre Policy;
  - Keeping records of any discussions with candidates around the evidence on which grades will be based;
  - Producing assessment records that explain the determination of the final teacher assessed grades;
  - Safely retaining copies of candidates' work and any mark records;
  - Completing a Head of Department Checklist/declaration before submitting subject outcomes for internal standardisation;
  - Involved in the internal quality assurance processes that are in place;
  - Collating grades for all classes/cohorts in preparation for submission to the awarding body/bodies;
  - Inputting grades through the awarding body/bodies grade submission system/systems;
  - Completing the Head of Centre declaration(s) to finalise the submission of grades;
  - Involved in reviews of centre processes and the appeals process

(Where more than one related person, please complete a separate form)

Name of related person (the candidate)				
Candidate number				
Relationship to me				
Qualification(s) details	Qualification	Awarding body	Subject code	Subject title



**Signature to confirm declaration:**

*By signing here, I am also confirming I am aware of the need to maintain the confidentiality of the grades and endorsements determined by the centre, which must not be given to candidates or parents/carers before the issue of results by the awarding bodies*

**Date declaration form completed and signed:**

You will be informed of any additional controls put in place that directly affect you/your role to mitigate any potential risk to the integrity of the centre's assessments and to ensure fairness in later process reviews and appeals

This record will be retained until the published deadline for appeals has passed or until any on-going appeal, malpractice investigation or other results enquiry has been completed, whichever is later.

**Head of Department - Declaration of Personal Interest form – Summer 2021**

Name	
Job role (s)	

This completed form must be returned to Angela Titley (Examinations and Data Manager) by Friday 23<sup>rd</sup> April 2021.

**Confirm your understanding:** (Please tick the box to confirm a statement)

- I understand that a member of the subject department involved in the teacher assessed grade process has a personal interest that relates to a candidate who is 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)

**You must declare all statements that apply to you:** (Please tick the box to confirm a statement)

As Head of Department, I will take full responsibility for the following:-

- Ensuring that the member of staff concerned will not have access to the candidate's assessment material used in ascertaining the teacher-assessed grades.
- Inputting all assessment grades for the student concerned. This will be recorded on a separate assessment record to that of the remainder of the subject cohort with strict access rights.
- Completing a Head of Department Checklist/declaration before submitting subject outcomes for internal standardisation

(Where more than one related person, please complete a separate form)

Name of member of staff:				
Position within the subject department:				
Name of related person (the candidate)				
Candidate number				
Relationship to candidate:				
Qualification(s) details	Qualification	Awarding body	Subject code	Subject title

**Signature to confirm declaration:**

*By signing here, I am also confirming I am aware of the need to maintain the confidentiality of the grades and endorsements determined by the centre, which must not be given to candidates or parents/carers before the issue of results by the awarding bodies*

**Date declaration form completed and signed:**



## **APPENDIX B**

You will be informed of any additional controls put in place that directly affect you/your role to mitigate any potential risk to the integrity of the centre's assessments and to ensure fairness in later process reviews and appeals

This record will be retained until the published deadline for appeals has passed or until any on-going appeal, malpractice investigation or other results enquiry has been completed, whichever is later

**Conflicts of Interest log – Summer 2021**

Date recorded	Staff name & role(s)
Nature of potential conflict	
Deemed a potential risk	Yes / No
Additional controls put in place to mitigate any potential risk to the integrity of the centre's assessments and/or to ensure fairness in later process reviews and appeals	

Date recorded	Staff name & role(s)
Nature of potential conflict	
Deemed a potential risk	Yes / No
Additional controls put in place to mitigate any potential risk to the integrity of the centre's assessments and/or to ensure fairness in later process reviews and appeals	

Date recorded	Staff name & role(s)
Nature of potential conflict	
Deemed a potential risk	Yes / No
Additional controls put in place to mitigate any potential risk to the integrity of the centre's assessments and/or to ensure fairness in later process reviews and appeals	

**This record will be retained until the published deadline for appeals has passed or until any on-going appeal, malpractice investigation or other results enquiry has been completed, whichever is later**