



The Holt School

Conflicts of interest policy – summer 2021

April 2021

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1. Introduction

The Holt 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 The Holt School Exams 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 Summer 2021.

2. 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.

3. 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.

4. Declaration process

The Exam Officer will email all centre staff a Declaration of Personal Interest survey – summer 2021.

Staff will be asked:

- Is a member of your family (which includes step-family, foster family or similar close relationship), entered for A/AS or GCSE exams at The Holt School this summer?
- Are any of your close friends' sons or daughters entered for A/AS or GCSE exams at The Holt School this summer?

All affirmative responses will be considered, to determine whether the member of staff is involved in any of the following:

- 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.
- Any other relevant processes.

5. Managing conflicts of interest

- A Conflicts of Interest log 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 conflicts and if this is deemed a potential risk to the integrity of the centre's assessments.
- 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 whether there is a need to separate duties and personnel.

Individual awarding body instruction/guidance will be followed if there is any change (for summer 2021) to their normal procedures for informing of conflicts of interest.