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## Europa School UK Conflicts of Interest Policy for Examinations

Version and Date		Action/Notes
V1	October 2021	Required for all GCSE and IB examinations
V2	September 2022	Updating for new academic year
V2	September 2023	Updating for new academic year
Review Date September 2024		

The purpose of this policy is to provide guidance to staff and any other relevant individuals on handling possible conflicts of interest that may arise as a result of their roles as teachers, invigilators, and assessment/exam-related administrators. This policy applies to all staff or other individuals whenever they interact or potentially interact with any of the school assessment/exam related functions.

This policy:

- Defines what is meant by conflict of interest in these circumstances
- Describes the role of conflict of interest in the context of working for the school in an assessment/exam related function.
- Sets out which conflicts can be managed and how they should be managed, and those which are considered unmanageable and therefore cannot be allowed.
- Illustrates potential conflict of interest situations, some of which are not obvious

The most important feature of the policy is the instruction that individuals should always disclose an activity if there is any doubt about whether it represents a conflict of interest. The policy describes how and when such disclosures should be made, that is, as soon as potential or actual conflict is discovered. This should be done by completion of a report at the time (i.e. before activity is carried out). The policy describes the procedures that should be followed and how to handle potential conflicts of interest.

## **Scope**

This policy applies to staff and other individuals who interact or potentially interact with the assessment- related work/examinations of the school. This includes individuals involved with all aspects of devising, setting, marking, administering, invigilating, internally verifying or any other activity connected with the assessment of candidates and associated supporting resources and services.

The individuals falling within the scope of this policy include full-time, part-time, prorated and support staff of the school and any associate staff including external examiners. The content of the policy cannot cover every potential conflict and must be interpreted in the light of the particular circumstances of each conflict.

## **What is a Conflict of Interest?**

A simple definition of conflict of interest is a situation in which an individual or organisation has competing interests or loyalties. Conflicts of interest can arise in a variety of circumstances, for example:

- An individual whose personal interests conflict with his/her professional position
- An individual scheduled to assess, invigilate or internally verify the work of friends, relatives.

## **Roles, Responsibilities and Associated Procedures to be followed in the Event of an Actual or Perceived Conflict of Interest**

All relevant staff have a responsibility to be aware of the potential for a conflict of interest. It is possible that staff working in any assessment/exam related role might encounter potential conflicts of interest from time to time.

Such situations must be carefully managed to ensure that any conflict of interest does not detrimentally impact on standards of, or public confidence in the school's educational provision.

Staff can find themselves in potential conflicts of interest situations because they are not clear what the correct, auditable processes and procedures are.

The Conflict of Interest policy is a requirement of the induction of all new teachers, invigilators and assessment/examination related support staff and staff asked annually of any potential conflicts of interest. As and when the situation arises, teachers, invigilators and support staff must notify the school of any students that are at the school who are family members, other relatives or close friends

Any day-to-day concerns identified by an individual should be raised with their line manager

Where there is a notified potential conflict of interest for an individual, the individual and line manager must document this carefully, together with those activities that must be avoided to prevent the school being brought into disrepute. A declaration of conflict of interest form should be signed by both the individual and the line manager, brought to the attention of the Head of Centre, where documents will be retained for audit purposes

Any concerns that the individual feels are urgent should be communicated immediately to the Principal and may be done so in confidence. It is an individual's right to raise concerns relating to the conflict of interest directly with the Principal and to receive a response to their concerns.

## **The School's duty to manage conflicts of interest**

The JCQ General Regulations for examination centre states that the school must manage 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 their own centre 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 clear records of all instances of the management of the conflict of interest
- exams office staff who 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 who are taking qualifications at their centre which do not include internally assessed components/units;
- centre staff who are taking qualifications at other centres. The Head of Centre must ensure that the records include 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.

*Heads of centre should note that entering members of centre staff for qualifications at their own centre must be as a last resort in cases where the member of centre staff is unable to find another centre. The head of centre is responsible for ensuring 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. The head of centre must 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*

A Conflicts of Interest Declaration form is attached to this document and must be sent annually to all staff at the start of the autumn term to ensure that all conflicts of interests are recorded and investigated so that actions are taken to manage the situation including informing examination boards.

A log of all the identified Conflicts of interest also attached to this document must be completed and stored by the Head of Centre.

## Conflicts of Interest Declaration Form – Academic year 2023-24

This form is to be completed by staff at Europa School UK to report possible conflicts of interest regarding examinations. All staff are responsible for reporting any conflict of interest as outlined in the conflict of interest policy. This includes internal assessors, internal verifiers, invigilators and admin staff involved in the application and administration process.

A personal interest in an outcome of an assessment amounts to a conflict of interest, which poses a risk to the integrity of the assessment. Staff should make a declaration if they are:

- Centre staff sitting examinations or assessments at this centre (as a last resort) or at any other centre.
- Staff involved in teaching and/or making assessment decisions for centre- marked components for related people\*
- Staff with access to the centre's secure storage facility or candidate's exam scripts who are themselves sitting exams at this or other centres; or have related people\* sitting exams at this centre or elsewhere.

\*Related people refer to close family, relatives, friends with whom the member of staff has a close relationship and regular contact

Centre staff sitting examinations or assessments at this centre (as a last resort) or at any other centre.	Name of staff and role		
	Teaching subject(s):		
	Qualifications to be entered for, exam board and specification:		
	Exam series: .....		
Staff involved in making assessment decisions for centre- marked components for related people*	Steps I have taken to seek an alternative centre at which to sit the qualification		
	Name of Staff member/ Invigilator		
	Job Title	1) 2) 3)	
	Name of candidate		
	Candidate Number		
	Relationship to member of staff:		
	Qualification's candidate in entered for (including exam boards)	1) 2) 3) 4) 5) 6) 7)	
Staff with access to the centre's secure storage facility or candidate's exam scripts who are themselves sitting exams at this or other centres; or have related people* sitting exams at this centre or elsewhere.	Name of Staff/invigilator		
	Job Title:		
	Name of candidate		
	Relationship to candidate		
	Qualification's candidate in entered for (including exam boards)	1) 2) 3) 4) 5) 6) 7)	
	Is the candidate sitting exams at Europa		
	If yes	Enter centre number	
	If no	Enter centre name and number	

**Declaration by the Head of Centre/Chair of Governor**

- 1) I have reviewed the above declaration and noted the issues raised but have decided that no action is required.

Or

- 2) I have reviewed the above declaration and recommend the following action to address the above declared conflict: (e.g., move the candidate to a different group, change assessor/internal moderator/invigilator, include candidate in samples for verification, have the assessment marking supervised or re-marked, different administration staff deal with the applications and administration process at any stage, report to awarding body where appropriate

**Actions to be taken:**

Date	Action
	Completed Conflict of Interest Declaration form received
	Recorded in Conflict of Interest Log
	Awarding body informed of specific conflict of interest (where applicable)
	Member of staff informed of steps to manage the risk represented by specific conflict of interest
	Line management informed of steps to be taken to manage the risk represented by specific conflict of interest

Signed by Head of Centre/ Chair of Governor (please indicate

Signed

Date:

**Conflicts of Interest Log 203-24**

Date recorded	Staff name and job title	Interest declared	Nature of any potential Conflict of Interest	Specific Conflict of Interest	Steps being taken to manage the risk represented by any Conflict of Interest

This log will be kept for a minimum of one year after results have been issued for the relevant exam series