

King Edward VI School Lichfield

Conflicts of Interest Policy

Summer 2021

Policy approved by	
Jane Rutherford, Head of Centre	
Date of approval	21/4/21

Introduction

King Edward VI School Lichfield 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 centre's general 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.

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.

Where reference is made to candidates, this includes any private candidates accepted by the centre

Declaration process

- A Declaration of Conflict information request for Summer 2021 will be sent by the Exams Officer email to all centre staff
- Staff will be required where applicable declare a personal interest in a candidate and identify their role(s) in the arrangements and return the declaration to the Exams Officer

Managing conflicts of interest

- A record of Declarations of Conflict for Summer 2021 will be maintained to record any potential conflicts of interest declared by centre staff
- Where applicable a record will be maintained of 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
- 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.