



#equippedforlife

The  
Westgate School

**2021 Summer Examination Series:  
Conflict of Interest Policy: COVID-19**

**Date Approved by HT: 08/03/2020**

**Date for Revision: N/A**

## **1. Statement of Principles**

- 1.1 The purpose of this policy is designed to safeguard all stakeholders within the school and to protect the integrity of the process of submitting Centre Assessed Grades so that qualifications awarded to students adhere to JCQ's 'General Rules for Approved Centres 2020-21' and the 'Ofqual Handbook: General Conditions of Recognition'.

## **2. Conflict of Interest**

- 2.1 It is the responsibility of any member of staff at The Westgate School to declare a Conflict of Interest directly to the Examinations Officer and Data Manager. A Conflict of Interest refers to:

- 2.1.1 *any members of staff who are taking qualifications at The Westgate School, which include internally assessed components/units.*
- 2.1.2 *any members of staff who are teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) that are taking qualifications at The Westgate School, which include internally assessed components/units.*
- 2.1.3 *close friends and their immediate family (e.g. son/daughter) who are taking qualifications at The Westgate School, which include internally assessed components/units.*

## **3. Mitigating Conflict of Interests**

- 3.1 It is the responsibility of the Head of Centre at The Westgate School to inform the awarding bodies of any Conflict of Interest and to ensure that records include details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected.
- 3.2 The records may be inspected by a JCQ Centre Inspector and/or awarding body staff and they might be requested in the event of concerns being reported to an awarding body. The records will 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.
- 3.3 The failure of an individual to adhere to the principles of mitigating Conflict of Interests may result in disciplinary action.

## **4. Measures of Mitigating Conflict of Interests**

- 4.1 If there is a Conflict of Interest, appropriate measures must be taken to ensure that the General Data Protection Regulation, Data Protection Act (2018), 'General Rules for Approved Centres 2020-21' and 'Ofqual Handbook: General Conditions of Recognition' are not breached to maintain the fairness of awarding Centre Assessed Grades. Steps taken must include:
- 4.1.1 *Treating data with the utmost confidentiality i.e. not discussing or disclosing any data and/or information with an individual who is not directly involved in the process of awarding and submitting Centre-Assessed Grades e.g. subject teacher/Curriculum Leader/SLT Subject Link and/or Director of Learning.*
- 4.1.2 *Only accessing, discussing or inputting data on-site at The Westgate School – a neutral, controlled environment – and nowhere else i.e. at home.*
- 4.1.3 *Limiting and/or prohibiting access to data and/or MIS software i.e. 4Matrix/SIMS until the A-Level and GCSE Results Days.*
- 4.1.4 *Ensuring that all guidance is followed throughout to ensure appropriate evidence base for center assessed grades.*

There may be other measures taken necessary depending on the individual context and these would be agreed with the individual and confirmed in writing for clarity.