



Langley Park School for Boys

Conflict of Interest Policy: Exams

2024/25

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
P Appel/P Sarson	
Date of next review	October 2025

Key staff involved in the policy

Role	Name(s)
Head of Centre	S Munday
Duty Head Teacher (Senior Leader in charge of exams)	P Sarson
Exams officer	P Appel

Introduction

It is the responsibility of the Head of Centre to ensure that LPSB manages 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 where:

- exams office staff 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 are taking qualifications at their own centre which do not include internally assessed components/units;
- centre staff are taking qualifications at other centres.

Purpose of the policy

To confirm LPSB's arrangements in managing conflicts of interest in accordance with the regulations.

Conflict of Interest - Management Process

- Prior to each examination series, the exam officer:
- Contacts Payroll Officer to obtain an up-to-date list of current members of staff, including their contact details.
- Creates an online Declaration of Interest form (2024-25 version <https://forms.office.com/e/ixF6cd4Lva>) which contains questions appropriate to gathering any potential conflict of interest information. This form is update annually.
- Sends link to all members of staff requested them to complete the form by an internal deadline which is set prior to an exams' series commencing and any external deadlines.
- Ensures that all members of staff have completed the form by cross referencing with the Payroll Officers staff list.
- With the assistance from the Senior Leader in charge of exams, follows up on instances where members of staff have not yet completed the form.

- Compiles a conflict of interest log which gives full details of the conflict and states the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected.
- Informs the member of staff concerned, their line manager and the member of the Senior Leadership Team in charge of exams of the mitigating measures put into place to ensure the integrity of assessments and exams.
- Informs any reportable Conflicts of Interest to the relevant awarding organisation by the stated deadlines:

Awarding organisation	How to report conflict of interest
AQA	Online form: https://analytics.clickdimensions.com/agaorguk-acja4/pages/ucwct17neeqoeqanojhaha.html?PageId=4f9c25b8cd5eea11a811000d3a385a1c
Edexcel/Pearson	Online form: https://forms.office.com/pages/responsepage.aspx?id=1zTEjNCX00e1xRT-DjPjS_fwYKGCfIBNum3xIMufmflURjBDVjIYTFo4UEpZVUQ0RU1BQk83VFE2VC4u
OCR	Online form: https://ocr.org.uk/administration/centre-staff-declaration-form/
WJEC/Eduqas	WJEC Secure Website Entries > Centre Administration > Conflict of Interest Form

Reportable Conflicts of Interest

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.