

**S P E R R I N**  
INTEGRATED COLLEGE  

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MAGHERAFELT

**CONFLICT OF INTEREST  
POLICY**

## **INTRODUCTION AND CONTEXT**

Sperrin Integrated College pupils sit a wide range of public examinations and assessments using several curriculum and awarding bodies including CCEA, BTEC , OCR and OCN .These examination bodies are non-departmental public bodies who report to the Department of Education for Northern Ireland .

As regulated awarding bodies, these examination boards are required to identify, and manage all conflicts of interest that might detrimentally impact on standards of , or public confidence in, regulated units and qualifications and such connected activities that might have an impact on its responsibilities as an awarding organisation.

To achieve the integrity of the examination and assessment process, Sperrin Integrated College is determined to ensure so far as is reasonably practicable that all its activities and its activities as school (in line with the protocols of the awarding body), are free from any form of improper influence that could bring advantage or disadvantage to candidates taking any examinations and assessments.

## **PURPOSE OF THE POLICY**

This policy is designed to provide clarification to pupils ,parents and teachers (Stakeholders)on the definition and terms of potential and actual conflicts of interest. All stakeholders should read this policy in conjunction with other policy documents relating to examinations and assessment including those issued by Sperrin Integrated College and the individual examination boards inline with JCQ documentation.

### **Definition**

A ‘conflict of interest’ exists where:

- Sperrin Integrated College’s interests in any activity undertaken by it or on its behalf, have the potential to lead it to act contrary to its interests in the development, delivery, and award of qualifications and assessment as set out by the Awarding Bodies .
- A person who is connected to the development, delivery, or award of qualifications by the awarding organisation have interests on any activity which have the potential to lead that person to act contrary to his or her interests in that development delivery or award in accordance with the awarding organisations, or
- An informed and reasonable observer would conclude that either of these situations where the case.

## **MANAGEMENT AND CONTROL OF ACTUAL OR POTENTIAL CONFLICTS OF INTEREST**

Sperrin Integrated College will identify and monitor all conflicts of interest which relate to its examinations and assessments and any scenario in which it is reasonably foreseeable that any such conflict of interest may arise in the future.

Sperrin Integrated College will ensure that all stakeholders are aware of this policy and, where practicable, ensure they understand and meet their obligations in respect of the policy.

Sperrin Integrated College will take all reasonable steps to avoid any part of the assessment of a candidate (including by way of moderation) being undertaken by any person who has a personal interest in the result of the assessment. Where this cannot be avoided, Sperrin

Integrated College will ensure that the relevant parts of the assessment are scrutinised by another person.

Sperrin Integrated College will require staff to declare on an annual basis if they have:

- Relatives taking examinations.
- Work for CCEA or any other examination body in any capacity
- Any private undertakings.
- Any other activities which may be construed as being or having the potential to be a conflict of interest .

### **CONTRACT FOR SERVICES**

There is an obligation on staff to disclose any actual conflict of interest, perceived conflict of interest, potential conflict of interest, or any other information deemed relevant during their work with the school.

Where a staff member suspects that a conflict of interest exists or could occur but is unsure if it does, s/he is required to seek advice from the Principal (Head of Centre)

1. Where a conflict of interest, potential or real, is identified, Sperrin Integrated College will take all reasonable steps to ensure that it is either eliminated or mitigated to avoid the potential for it to have any adverse effect on candidates.
2. Where Sperrin Integrated College discovers that a conflict of interest has occurred and there has been an adverse effect on candidates, the organisation will take all reasonable steps to mitigate the adverse effect as far as possible.

### **COMMERCIAL/EDUCATIONAL ACTIVITIES**

Sperrin Integrated College staff shall be free to provide services to third parties over the duration of their respective contracts, provided these do not lead to or have the potential to lead to a conflict of interest with the examination/qualification's activities and function.

Sperrin Integrated College premises are not allowed to be used for private (paid) tuition of any pupil (Sperrin College pupil or pupils registered at other schools) by any staff member.

Sperrin Integrated College premises are not allowed to be used for any private enterprise unless this activity has been authorised by the Board of Governors and the normal checks and fees are approved.

Staff at Sperrin College shall not, without the prior written permission of the Head of Centre, use the Sperrin Integrated College name for their own commercial or non-commercial purposes or whilst carrying out any other services under any other agreement with Sperrin Integrated College, or allow it to be so used, whether expressly or by implication.

Sperrin Integrated College staff must advise Sperrin Integrated College in writing of their involvement in any current or planned future commercial or non-commercial activity and/or any other interests whatsoever that may be significant to, of relevance to, or bear upon the work and operation of the school's examination and assessment process.

Sperrin Integrated College will respond in writing confirming its determination of whether the activity is/is not a conflict of interest. This determination shall be final and binding on both parties.

Should a staff member be engaged in services for any educational or commercial organisations, for example, in the capacity of a speaker or trainer or consultant or author, s/he must avoid reference to his/her contract with Sperrin Integrated College and, if reference is necessary and has been approved in writing by Sperrin Integrated College, must make it clear to all parties that his/her views/opinions or mediation of materials are not necessarily those of Sperrin Integrated College.

## **PRIVATE TUITION**

Staff who are engaged in private tuition must declare this to the Head of Centre who will report the potential conflict of interest to the relevant examining body. A failure to comply with this requirement would constitute a fundamental breach of school policy.

## **ROLES AND RESPONSIBILITIES**

### **The Board of Governors**

Sperrin Integrated College ,in line with their corporate governance responsibilities will ensure policy is in place ,approved and regularly reviewed in line with guidance from DENI and JCQ.

### **The Head of Centre**

The Principal ,as Head of Centre will ensure the policy is communicated to stakeholders and available on the school website. The Principal will oversee the effective outworking's of the policy procedures.

### **The stakeholders (Staff ,pupils and Parents)**

The stakeholders will ensure they read the policy and comply with the protocols and procedures.

### **Individual responsibility**

All staff ,pupils and parents have personal responsibility for reading the policy and following the agreed protocols as set out.

### **Policy review and improvement**

This policy will be reviewed on an annual basis. Any conflict of interest that may be considered malpractice or maladministration will be investigated under malpractice procedures set out by JCQ.

### **Conclusion**

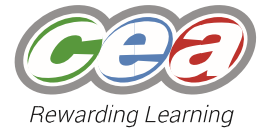
Sperrin Integrated College will continually identify, monitor, and manage actual and potential conflicts of interest to safeguard the propriety and integrity of its assessment and examinations.

Sperrin Integrated College retains the right to determine whether a conflict of interest exists and will act accordingly.

Sperrin Integrated College acknowledges its responsibility to communicate with stakeholders (via the school website publications) to ensure that there is an understanding this policy and to help protect staff from potentially causing damage to the integrity of the assessment and examination process.

APPENDIX 1

Conflict of Interest Form



**Conflict of Interest Form**

This form should be used to record any conflict of interest in your centre for controlled assessment and coursework components. Please consult JCQ Regulations regarding conflicts of interest, in particular the JCQ 'General Regulations for Approved Centres', JCQ 'Instructions for Conducting Coursework' and CCEA 'Instructions for Conducting Controlled Assessments'.

<b>Centre Number:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<b>Candidate Number:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Conflict of Interest**

Please provide details of the specification(s) and qualification level(s) where the conflict of interest lies; and the nature of the conflict of interest.

Please provide details of how the conduct of controlled assessment or coursework is being managed by your centre, (if relevant to the conflict of interest).

Head of Centre's signature:

Date: