



Conflicts of Interest Policy

**TAG Process
Summer 2021**

Policy approved by	
Danny Pearson – Principal/Head of Centre	
Date of approval	30 th April 2021

Introduction

Aquinas College manages conflicts of interest in accordance with the JCQ [General Regulations for Approved Centres](#) (section 5.3) and ensures that awarding bodies are informed (where required) of any relevant conflict declared by members of centre staff. Records are maintained in College 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.

The specific challenges of delivery in Summer 2021 are addressed in this policy.

Purpose of the policy

This policy outlines how we are managing potential conflicts of interest under the specific arrangements for delivery in Summer 2021.

General principles

A process is in place to collect declarations of personal interest from all staff involved in the arrangements for Summer 2021 and to manage potential conflicts of interest.

Declaration process

- A *Declaration of Personal Interest & Confidentiality Statement – Summer 2021 form* has been sent by the Exams Manager via Google Forms to all college staff involved in either the TAG process or who have access to this information on the college MIS system, My Aquinas.
- This requires staff to
 - confirm their understanding of what a personal interest in a candidate relates to
 - (where applicable) declare no personal interest in any candidate
 - (where applicable) declare a personal interest in a candidate and identify their role(s) in the arrangements
 - confirm awareness of the need to maintain the confidentiality of the grades and endorsements determined by the centre

Managing conflicts of interest

- A *Conflict of Interest log* for Summer 2021 will be maintained to record any potential conflicts of interest declared by college staff
- The log will record the nature of potential conflict and if this is deemed a potential risk to the integrity of the centre's assessments
- (where applicable) the log will record 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.

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.

Your name		Your job role(s)	
------------------	--	-------------------------	--

This completed form must be returned to *Jackie Dudleston, Exams Manager* **within 3 days of receipt**

You must declare all statements that apply to you:

I declare a personal interest in a student who is part of a class or cohort for whom I will be:

- Determining teacher assessed grades including consideration of evidence and how that evidence informs these grades in accordance with our Centre Policy
- Keeping records of any discussions with candidates around the evidence on which grades will be based
- Producing assessment records that explain the determination of the final teacher assessed grades
- Safely retaining copies of candidate’s work and any mark records
- Completing a Head of Department Checklist/declaration before submitting subject outcomes for internal standardisation
- Involved in the internal quality assurance processes that are in place
- Collating grades for all classes/cohorts in preparation for submission to the awarding body/bodies
- Inputting grades through the awarding body/bodies grade submission system/systems
- Completing the Head of Centre declaration(s) to finalise the submission of grades
- Involved in reviews of centre processes and the appeals process

None of the above statements apply

Name of related person (the candidate)			
Candidate number (if known)		Relationship to me	
Qualification(s)	Awarding body	Subject code	Subject title

Signature to confirm declaration:

Date:

You will be informed of any additional controls put in place that directly affect you/your role to mitigate any potential risk to the integrity of the centre’s assessments and to ensure fairness in later process reviews and appeals

This record will be retained until the published deadline for appeals has passed or until any on-going appeal, malpractice investigation or other results enquiry has been completed, whichever is later