Examinations Conflict of Interest Policy

**Manchester Vocational and Learning Academy**

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| **Approved by:** | Linda Guest |  |
| **Last reviewed on:** | 1st September 2025 | |
| **Next review due by:** | September 2026 | |

**1. Purpose of the Policy**  
This policy aims to ensure that all individuals involved in the administration, delivery, or oversight of examinations are free from any actual, potential, or perceived conflicts of interest that could compromise the integrity, fairness, or credibility of the examination process.

**2. Scope**  
This policy applies to:

* Examination centres
* Staff, including invigilators, assessors, and administrators
* Exam boards and awarding organisations
* Candidates and their families or representatives

**3. Definition of a Conflict of Interest**  
A conflict of interest arises when an individual’s personal, financial, or professional relationships or circumstances could interfere, or be perceived to interfere, with their ability to perform their role impartially. Examples include but are not limited to:

* A staff member involved in the examination process who is related to or has a close personal relationship with a candidate.
* An individual with a financial interest in the outcome of a candidate's results.
* An employee who is approached to provide private tutoring to candidates.
* Any instance where a staff member stands to gain personally from the outcome of an examination.

**4. Responsibilities**  
All individuals covered by this policy must:

* Disclose any actual, potential, or perceived conflicts of interest promptly to their supervisor or designated authority.
* Actively avoid situations that could create conflicts of interest wherever possible.
* Adhere to the procedures outlined in this policy for managing conflicts of interest.
* Follow the agreed codes of conduct that are in place within the school and any instructions given by school leaders.

**5. Procedures for Disclosure**

* All examination staff must complete a conflict of interest declaration if they have or could be perceived to have any sort of conflict of interest realting to examinations
* Any changes in circumstances that may give rise to a conflict of interest must be reported immediately.
* Exam centres must maintain a register of disclosed conflicts and review it regularly.

**6. Managing Conflicts of Interest**  
Once a conflict of interest has been disclosed:

* The relevant authority (e.g., exam centre manager, awarding organisation) will assess the nature and extent of the conflict.
* Appropriate measures will be implemented, which may include:
  + Reassigning roles or responsibilities.
  + Excluding the individual from certain processes, such as invigilation, marking, or candidate registration.
  + Enhanced monitoring of the individual’s activities.
* Where a conflict cannot be effectively managed, the individual may be required to step down from their role.

**7. Training and Awareness**  
The school will ensure that all individuals involved in the examination process are made aware of issues involving identifying and managing conflicts of interest.

**8. Reporting and Monitoring**

* Exam centres must report any conflicts of interest and their management strategies to the relevant awarding organisation.
* Awarding organisations are responsible for auditing conflict management procedures at examination centres.

**9. Consequences of Non-Compliance**  
Failure to disclose or appropriately manage conflicts of interest may result in:

* Disciplinary action, including removal from examination-related duties.
* Revocation of certification for candidates if the conflict undermines the integrity of the examination.
* Legal or regulatory consequences for the organisation or individual.

**10. Review of the Policy**  
This policy will be reviewed annually or sooner if significant changes occur in relevant laws, regulations, or best practices.

**Contact for Queries**  
For questions or concerns regarding this policy, please contact:  
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