



**CAISTER
ACADEMY**
*Creative
Education
Trust*

Conflict of Interest Policy

- 1.1 Under no circumstance will a subject teacher be allowed to be the sole invigilator for an examination for which they have prior learning for that qualification/s.
- 1.2 No invigilator will be the sole invigilator for candidates if they are personally known to them.
- 1.3 If teachers'/ICT managers have to enter the room for technical issues, they will be escorted by the Examination Officer and the invigilator will make sure that they do not interact with any students in any way which could influence the outcome of the tests/examinations.
- 1.4 Teachers/moderators must not submit work marked by themselves if the candidate is personally known to them without having it verified by an independent teacher/moderator.
- 1.5 All staff involved in the determination of grades must declare any conflict of interest such as relationships with students to our Head of Centre for further consideration. It will also be carefully considered if needed to separate duties and personnel to ensure fairness in later process reviews and appeals.
- 1.6 It is up to the member of staff/invigilator to inform the Head of Centre or Examination Officer if they think there may be a potential conflict of interest, who in turn will notify the awarding bodies, as per the awarding bodies/JCQ instructions.
- 1.7 If the Exams Officer has a conflict of interest, they will not be the sole person to handle exam scripts, answer booklets or pre-release materials but will have another member of centre staff present, both before, during and after the examination. If applications for Access Arrangements or special considerations are to be made, these will be completed by either the SENCO or Head of Centre. E.O will not process course work marks or NEA marks online for the candidate but this will be completed by the subject teacher.

