

# *Ysgol Hendrefelin*



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## Conflict of Interest for Examinations and Assessments Policy

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### MONITORING AND EVALUATION OF POLICY

<b>Policy Type:</b>	School
<b>Review Cycle:</b>	Annually
<b>Last Review Date:</b>	March 2026

# Conflict of Interest for Examinations and Assessments Policy

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**Academic Year:** 2025–2026

**Head of Centre:** Ryan Duford (Centre Nos. 68808 and 68844)

**Exams Officers:**

- Ceri Kretzschmar (Centre No. 68808 Bryncoch Site)
  - Angelina Lewis (Centre No. 68844 Velindre Site)
- ALNCo:** Cerian Flannery

Ysgol Hendrefelin operates across two sites (68808 and 68844). As one school, both sites adhere to the same policies and procedures.

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## 1. Purpose of the Policy

This policy aims to ensure that all staff and pupils at Ysgol Hendrefelin act with integrity, impartiality, and professionalism during all examination and assessment-related activities.

It addresses potential **conflicts of interest**, particularly regarding relationships between staff and pupils/candidates, to maintain fairness, transparency, and compliance with awarding body regulations, including **WJEC** and **JCQ** guidance.

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## 2. Scope

This policy applies to:

- All staff involved in examination administration, invigilation, marking, or any related duties.
  - All pupils/candidates registered for exams at Ysgol Hendrefelin.
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## 3. Definitions

- **Conflict of Interest:** Any situation where personal relationships or interests could compromise, or appear to compromise, professional judgment or impartiality.
  - **Related Persons:** Pupils/candidates who are family members, close friends, or have a personal relationship with staff.
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## 4. Policy Statement

### 4.1 Declaration of Interests

- All staff of Ysgol Hendrefelin must declare any personal relationships or circumstances that could lead to a conflict of interest involving pupils/candidates they supervise, assess, or invigilate.
- Declarations must be made **in writing** to the **Exams Officer or Senior Leadership Team** before the start of the examination period or immediately upon identification of the potential conflict.

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## 4.2 Managing Conflicts

- Where a conflict of interest exists or is perceived, the staff member will be **excluded from activities** that could affect the fairness of the exam process for that pupil/candidate (e.g., marking, invigilation, handling exam scripts).
- Alternative arrangements will be made to ensure impartiality, such as assigning **different invigilators or markers**.

## 4.3 Pupils Related to Staff

- Pupils/candidates related to staff must be identified through the **admissions or exam registration process**.
- Staff must **not be involved** in the direct assessment or invigilation of related pupils/candidates during exams.
- The **Exams Officer** will maintain records of staff-pupil relationships and ensure appropriate safeguards are implemented.

## 4.4 Confidentiality

- All declarations and arrangements made under this policy will be treated **confidentially** and shared only on a **need-to-know basis**.

## 4.5 Breaches

- Any breaches of this policy will be taken seriously and may result in **disciplinary action** in line with the school's staff conduct policies and awarding body regulations.

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## 5. Roles and Responsibilities

### 5.1 Staff

- Declare conflicts of interest promptly.
- Comply with any arrangements made to mitigate conflicts.

### 5.2 Exams Officer / Senior Leadership Team

- Maintain records of all declarations.
- Assess declarations to identify potential conflicts.
- Implement arrangements to mitigate conflicts of interest.

### 5.3 ALNCo

- Support staff and candidates to ensure access arrangements or support requirements do not compromise impartiality or exam security.

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### 5.4 Pupils / Candidates

- Inform the school if they believe a conflict of interest exists.
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### 6. Security and Contingency

- All records of declarations and related arrangements must be stored securely.
  - In the event of staff absence or operational issues, alternative staff will be allocated to avoid any perceived or actual conflicts.
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### 7. Review

- This policy will be **reviewed annually** or as needed to reflect changes in regulations, awarding body guidance, or centre circumstances.
  - The review will be conducted by the **Head of Centre, Exams Officers, ALNCo, and Senior Leadership Team**.
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# Ysgol Hendrefelin

Acting Headteacher: Mr. R. Duford

Acting Deputy Head Bryncoch Site: Mr. P. Thomas

Deputy Head Velindre & Theodore Road Site: Mr. N. Lloyd

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## Conflict of Interest Declaration Form (Examinations and Assessments)

### Staff Member Details

- **Full Name:** \_\_\_\_\_
- **Position/Role:** \_\_\_\_\_
- **Date:** \_\_\_\_\_

### Conflict of Interest Declaration

Please disclose any personal relationships or circumstances that may present a conflict of interest with any candidate(s) at Ysgol Hendrefelin (Centre Numbers 68808/68844), especially in relation to examinations and assessments. This includes, but is not limited to, family members, close friends, or any other relationship that could affect impartiality.

- **Name(s) of pupil(s)/candidate(s) related to or connected with:**

\_\_\_\_\_

- **Nature of relationship(s):**

\_\_\_\_\_

- **Details of any other potential conflicts of interest:**

\_\_\_\_\_

### Declaration

I declare that the information provided above is complete and accurate to the best of my knowledge. I understand my responsibility to update this declaration if any relevant circumstances change.

- **Signature:** \_\_\_\_\_
- **Date:** \_\_\_\_\_

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**Policy Review Record:**

Policy Review		Signature	Signature
Date approved by Governors	08/04/2025	<i>Mr R. Blank</i> (Chair of Governors)	<i>Mr L. Lewis</i> (Headteacher)
Date Reviewed	17/03/2026	<i>Mr R. Blank</i> (Chair of Governors)	<i>Mr L. Lewis</i> (Headteacher)

