

GCSE's for Summer 2021

A Statement relating to Confidentiality, Malpractice and Maladministration, and conflicts of interest.

Confidentiality

General principles

In accordance with released information from the Department for Education and JCQ, Leasowes High School will:

- take all reasonable steps to ensure the Centre Assessment Grades that are to be awarded to our students remains confidential
- will investigate any instances of alleged, suspected or actual breaches of confidentiality
- where a breach of confidentiality is confirmed inform the relevant awarding body

Centre Staff

Members of staff will follow the following principals in order to ensure Centre Assessment Grade confidentiality:

- ensure that GCSE grade terminology is not used in discussions, correspondence, or communication with students, parents/carers or anyone acting on their behalf
- ensure that any work returned to students does not have a GCSE grade referenced or implied upon it
- ensure that all relevant documentation relating to the Centre Assessment Grade that a student may be awarded is kept securely and is not shared with students, parents/carers, or anyone acting on their behalf

Reporting a breach of Confidentiality

Should a breach of confidentiality be suspected or discovered this should be reported to a member of the Senior Leadership Team who line manages the member of staff involved. They will undertake an investigation and report their finding to the Head of Centre (Mr M. Mynott), who will then make a decision regarding appropriate action.

Should the member of staff involved belong to the Senior Leadership team the issue should be reported to the Head of Centre who will then appoint another Senior Leader to investigate.

Should the member of staff be the Head of Centre the issue should be reported to the Deputy Head of Centre (Mrs N. Wills), who will investigate and report to the CEO of Invictus Trust (Mr T. Bowles) who will then decide upon the appropriate action to take.

Malpractice and Maladministration

General principles

In accordance with JCQ regulations, Leasowes High School will:

- take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after the determination of grades process
- inform the awarding body immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation, including:
 - the [JCQ M1 form](#) in a case of suspected candidate malpractice
 - the [JCQ M2 form](#) in a case of suspected malpractice/maladministration involving a member of centre staff
- as required by an awarding body, investigate any instances of alleged or suspected malpractice (which includes maladministration) in accordance with the JCQ publication [JCQ Suspected Malpractice: Policies and Procedures 2020-2021](#) and provide such information and advice as the awarding body may reasonably require

Where reference is made to candidates, this includes any private candidates accepted by the centre

Reporting malpractice

Candidates (or an individual acting on their behalf)

In accordance with [JCQ Guidance on the determination of grades for A/AS Levels and GCSEs for Summer 2021](#) each candidate will be made aware of the evidence that is going to be used and understand that the range of evidence used to determine a grade is not negotiable through the 'Leasowes High School Student Assessment Record'.

Where a candidate might attempt to gain an unfair advantage during the centre's process on the determination of grades by, for example, submitting fabricated evidence or plagiarised work, or any other act deemed as malpractice in the [JCQ Suspected Malpractice: Policies and Procedures 2020-2021](#), Leasowes High School will submit a report of suspected candidate malpractice to the relevant awarding body.

Where a candidate, or an individual acting on their behalf such as a parent/carer, might try to influence grade decisions by applying pressure to the centre or any of its staff, Leasowes High School will keep and retain clear and reliable records of the circumstances and the steps taken, and make the candidate aware of the outcome. This will include a record that confirms the candidate had been made aware of the evidence that was going to be used and understand that the range of evidence used to determine a grade was not negotiable.

However, if a candidate or an individual acting on their behalf continues to inappropriately attempt to pressure centre staff, a report of suspected candidate malpractice will be submitted to the relevant awarding body.

A report will be submitted by completing the appropriate documentation as guided by the individual awarding body concerned, including the form [JCQ M1 Report of suspected candidate malpractice](#).

- This form must be used by the head of the centre to notify the appropriate awarding body of an instance of suspected candidate malpractice in the conduct of examinations or assessments
- It can also be used to provide a report on investigations into instances of suspected malpractice
- In order to prevent the issue of erroneous results and certificates, it is essential that the awarding body concerned is notified immediately of instances of suspected candidate malpractice

Centre staff

Leasowes High School will report any instances of potential malpractice (which includes maladministration) where any centre staff fail to follow the published requirements for determining grades.

Examples of potential malpractice taken from the [JCQ Guidance on the determination of grades for A/AS Levels and GCSEs for Summer 2021](#) includes but is not limited to:

- Exam entries are created for students who had not studied the course of entry or had not been intended to enter for June 2021
- Grades created for students who have not been taught sufficient content to provide the basis for that grade
- A teacher deliberately and inappropriately disregarding the centre's published policy when determining grades
- A teacher fabricating evidence of candidate performance to support an inflated grade
- A teacher deliberately providing inappropriate levels of support before or during an assessment, including deliberate disclosure of mark schemes and assessment materials, to support an inflated grade
- A teacher intentionally submitting inflated grades
- A failure to retain evidence used in the determination of grades in accordance with the JCQ Grading guidance
- A systemic failure to follow the centre's policy in relation to the application of Access Arrangements or Special Consideration arrangements for students in relation to assessments used to determine grades
- A failure to take reasonable steps to authenticate student work
- A failure to appropriately manage Conflicts of Interest (COIs) within a centre
- A Head of Centre's failure to submit the required declaration when submitting their grades
- Grades being released to students (or their parents/carers) before the issue of results
- Failure to cooperate with an awarding body's quality assurance, appeal or investigation processes
- Grades being released to students (or their parents/carers) before the issue of results
- Failure to conduct a centre review or submit an appeal when requested to do so by a student

A report will be submitted by completing the appropriate documentation as guided by the individual awarding body concerned, including the form [JCQ M2 Notification of suspected malpractice / maladministration involving centre staff](#).

- This form must be completed by the Head of Centre before an investigation commences to notify an awarding body of an instance of alleged, suspected or actual malpractice or maladministration
- The form must be completed and submitted to the appropriate awarding body immediately a suspicion is raised or an allegation received

Conflicts of Interest

General principles

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

Where reference is made to candidates, this includes any private candidates accepted by the centre

Declaration process

- A *Declaration of Personal Interest form* for Summer 2021 will be issued by Janet Davis (Exam Secretary) to all teaching staff
- Staff will be required to
 - (where applicable) declare no personal interest in any candidate
 - (where applicable) declare a personal interest in a candidate and identify and confirm their understanding of what a personal interest in a candidate relates to
 - role(s) in the arrangements
 - confirm awareness of the need to maintain the confidentiality of the grades and endorsements determined by the centre
 - return the completed declaration to Janet Davis by Friday 30th April 2021

Managing conflicts of interest

- A *Conflict of Interest log* for Summer 2021 will be maintained to record any potential conflicts of interest declared by centre staff
- The log will record the nature of potential conflict and a decision by Matthew Mynott (Headteacher), 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, carefully considering the need if to separate duties and personnel]

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.

Declaration of Personal Interest form – Summer 2021

Your name		Your job role(s)	
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This completed form must be returned to Janet Davis in person by Friday 30^h April 2021

Confirm your understanding: (Please tick the box to confirm a statement)

- I understand that a personal interest relates to a candidate who is a member of my family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter)

You must declare all statements that apply to you: (Please tick the box to confirm a statement)

- I have no personal interest in a candidate to declare
- I declare a personal interest in a candidate 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 candidates' 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
 - Have access to CAGs or predicted grades that relate to CAGs prior to August 2021

(Where more than one related person, please complete a separate form)

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

Signature to confirm declaration:

By signing here, I am also confirming I am aware of the need to maintain the confidentiality of the grades and endorsements determined by the centre which must not be given to candidates or parents/carers before the issue of results by the awarding bodies

Date declaration form completed and signed:

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