Conflicts of Interest Policy (Exams)

Northstowe Secondary College

Conflicts of Interest Policy (Exams)

Centre Name	Northstowe Secondary College
Centre Number	22238
Date policy first created	22/12/2023
Current policy approved by	Carole Moss
Current policy reviewed by	Helen Jarrett
Date of next review	31/12/2024

Key staff involved in the policy

Role	**Name**
Head of Centre	Carole Moss
Senior leader(s)	Carl Deighton
Exams officer	Helen Jarrett
Other staff (if applicable)	Victoria Stevens, Exams Assistant

This policy is reviewed and updated annually to ensure that conflicts of interest at Northstowe Secondary College are managed in accordance with current requirements and regulations.

Reference in the policy to **GR** relates to relevant sections of the current JCQ publication **General Regulations for Approved Centres**.

Introduction

It is the responsibility of the head of centre to ensure that Northstowe Secondary College has a written conflicts of interest policy in place available for inspection. This policy confirms that Northstowe Secondary College:

- Manages conflicts of interest by informing the awarding bodies, before the published deadline for entries for each examination series, of:

  - any members of centre staff who are taking qualifications at their own centre which include internally assessed components/units

  - any members of centre staff who are teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications which include internally assessed components/units **and**

  maintains clear records of **all instances** where:

  - exams office staff have members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for examinations and assessments either at the centre itself or other centres

  - centre staff are taking qualifications at their own centre which do not include internally assessed components/units

  - centre staff are taking qualifications at other centres (GR 5.3)

Purpose of the policy

The purpose of this policy is to confirm how Northstowe Secondary College manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

General principles

A process is in place to collect any declaration of interest from all centre staff, including any teachers that work at Northstowe Secondary College, but it is not their main centre of employment. to identify and manage any potential conflicts of interest..

Declaration process

A Microsoft Forms declaration of interest form is sent to all centre staff in the Autumn term. Missing forms are chased until completion and completed forms are reviewed by the Exams Manager and Exam Assistant. Mitigating controls are suggested by the Exams Manager and Exams Assistant and are signed off by the HoC.

Managing conflicts of interest

A conflicts of interest log is maintained and any potential conflict declared by centre staff is centrally recorded on the log. The relevant awarding body/bodies is/are informed (where required by the nature of the conflict) of specific conflicts of interest/centre staff declarations before the published deadline for entries for each examination series by identifying and following the individual awarding body's administrative process. The agreed measures/protocols taken/put in place to mitigate any potential risk to the integrity of the qualifications affected are recorded on the log and the affected member of staff informed of these measures/protocols.

Additional information:

Roles and responsibilities

The role of the head of centre

- Ensure conflicts of interest are managed according to the requirements (GR 5.3)
- Ensure clear records are maintained and that the records include details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected (GR 5.3)
- Ensure the records are available where they may be requested by a JCQ Centre Inspector and/or awarding body staff (GR 5.3)
- Ensure the records are retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later (GR 5.3)
- Ensure that entering members of centre staff for qualifications at this centre is as a last resort in cases where the member of centre staff is unable to find another centre

  Ensure that proper protocols are in place to prevent the member of centre staff having access to examination materials prior to the examination and that other centre staff are briefed on maintaining the integrity and confidentiality of the examination materials

  Ensure that during the examination series the member of centre staff is treated in the same way as any other candidate entered for that examination, does not have access to examination materials and does not receive any preferential treatment (GR 5.3)

Additional responsibilities:

Ensure that centre staff are aware of the requirement to declare any interest - Ensure that declarations are recorded/logged as potential conflicts of interest.

The role of the exams office/officer

- Ensure the process for collecting declarations of interest is undertaken
- Identify and follow the awarding body's administrative process for submitting details of members of staff who are:

  - Taking qualifications which include internally assessed components/units at their own centre

- Teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications which include internally assessed components/units (GR 5.3)

- Retain the records of the measures taken to mitigate any potential risk to the integrity of the qualifications affected until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later (GR 5.3)

Additional responsibilities:

Not applicable.

Changes 2023/2024

Reference added to the requirement for a conflicts of interest policy to be in place available for inspection (as detailed in JCQ's **General Regulations for Approved Centres**, section 5.3z).

Centre-specific changes

Upon review in December 2023, no centre-specific updates or changes were applicable to this document.