



Hedingham School & Sixth Form

Conflicts of Interest Policy (Exams)

Meets JCQ Good Practice 4

Approved/Reviewed by Mr J Pearson, Assistant Headteacher

Approved by the Curriculum and Personnel Committee on:	22 February 2023
It was ratified by the Full Governing Body on:	29 March 2023
Next review due by:	Spring 2024



Conflicts of Interest Policy (Exams)

Policy/Procedure creator: Nina Powell

Policy/Procedure created/reviewed: 01/02/2023

Centre Name	Hedingham School and Sixth Form
Centre Number	16519
Date policy first created	05/04/2022
Current policy reviewed by	Nina Powell
Current policy approved by	School Governors - 18/05/2022
Date of next review	To be confirmed on review

Key staff involved in the policy

Head of centre	Andrew Harvison
Senior leader(s)	John Pearson
Exams officer	Nina Powell
Other staff (if applicable)	Not Applicable

This policy is reviewed and updated annually to ensure that conflicts of interest at Hedingham School and Sixth Form 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**.

CHANGES 2022/2023

No changes applicable

CENTRE-SPECIFIC CHANGES

- References to Summer 2022 were removed from this document
- Declaration process was rewritten
- Centre process for Managing Conflicts of Interest was rewritten

Introduction

It is the responsibility of the head of centre to ensure that Hedingham School and Sixth Form:

- 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 Hedingham School and Sixth Form 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 personal interest from • all staff involved in exam preparation and arrangements to • identify and manage any potential conflicts of interest.

Declaration process

- The Examinations Officer (Nina Powell) will annually email all staff detailing the criteria for a potential conflict of interest and attaching a Declaration of Personal Interest
- Where a member of staff has identified a potential conflict of interest, the completed DoPI form must be returned to the Exams Officer before the entry deadline for an exam series.

Managing conflicts of interest

- A Conflicts of Interest log will be maintained to record any potential conflicts of interest declared by Centre staff
- 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 of 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:

Not applicable

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:

Not applicable

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