



# **Conflicts of Interest Policy (Exams)**

Sir Thomas Rich's School

## Conflicts of Interest Policy (Exams)

Centre name	Sir Thomas Rich's School
Centre number	57143
Date policy first created	21/11/2023
Current policy approved by	Senior Leadership Team (SLT), Trustees' Curriculum and Evaluation Committee
Current policy reviewed by	Jo Tyler
Date of review	07/11/2024
Date of next review	07/11/2025

## Key staff involved in the policy

Role	Name
Head of centre	Matthew Lynch
Senior leader(s)	Dave Dempsey (Deputy Headteacher/Deputy Head of Centre) Sonja Jones (Line Manager Exams)
Exams officer	Jo Tyler
Other staff (if applicable)	Senior Leadership Team (SLT), Trustees' Curriculum and Evaluation Committee

This policy is reviewed and updated annually to ensure that conflicts of interest at Sir Thomas Rich's School are managed in accordance with current requirements and regulations.

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

## Introduction

It is the responsibility of the head of centre to ensure that Sir Thomas Rich's School has a written conflicts of interest policy for inspection that must be reviewed and updated annually. This policy confirms that Sir Thomas Rich's School:

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 internal 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 Sir Thomas Rich's School 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 to:

Identify and manage any potential conflicts of interest

Declare either no personal interest in any candidate

Declare a personal interest in a candidate and identify their role (s) in the arrangements

from

all centre staff

to

identify and manage any potential conflicts of interest.

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## Declaration process

At the start of each exam year a Declaration of Personal Interest form each year will be sent by Jo Tyler (Examinations Officer) to all centre staff. Where there may be a potential conflict of interest, staff will be required to declare a personal interest in a candidate and identify their role(s) in the arrangements

The forms are returned to the Examinations Officer by a specified date, usually October prior to the exams taking place.

## Managing conflicts of interest

A Conflicts of Interest log is maintained (electronically) for each exam period to record any potential conflicts

of interest

The log will record the nature of the potential conflict and a decision will be made by Dave Dempsey (Deputy Head of Centre) if this is deemed to be a potential risk to the integrity of the centre's assessments

The log will record appropriate additional controls put in place to mitigate any risk to the integrity of the centre's assessments and to ensure fairness in later process reviews and appeals

The relevant 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

Ensure that 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

Inform the affected member of staff of these measures and protocols

#### **Additional information:**

Individual awarding body instruction/guidance will be followed if there is any change to their normal procedures for informing of conflicts of interest

## **Roles and responsibilities**

**The role of the head of centre** is to ensure:

- conflicts of interest are managed according to the requirements in GR 5.3
- internal 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
- the records are available where they may be requested by a JCQ Centre Inspector and/or awarding body staff
- 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
- 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
- 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
- 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

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**

To ensure the process for collecting declarations of interest is undertaken.

To 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

To 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.

Additional responsibilities:

Not Applicable

**Changes 2024/2025**

Under heading **Introduction** reference to 'clear records' changed to **internal records** to reflect the change in GR 5.3j).

Formatting changes made to **Roles and Responsibilities** section.

**Centre-specific changes**

Not Applicable