

Conflicts of Interest Policy (Exams)

Policy/Procedure creator: Mrs P Clarke

Policy/Procedure created/reviewed: 25/03/25

Centre Name	Cirencester Kingshill School
Centre Number	57005
Date policy first created	18/03/24
Current policy reviewed by	Mr D Stillman
Current policy approved by	Governing Body
Date of next review	25/03/25

Key staff involved in the policy

Head of centre	Mrs J. Lindley
Senior leader(s)	Mr D. Stillman
Exams officer	Mrs P. Clarke
Other staff (if applicable)	Not Applicable

This policy is reviewed and updated annually to ensure that conflicts of interest at Cirencester Kingshill School 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 Cirencester Kingshill School has a written conflicts of interest policy in place available for inspection. This policy confirms Cirencester Kingshill 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 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 Cirencester Kingshill School manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

General principles

A process is in place to Request the necessary details from all staff (including invigilators) confirming whether they have any conflicts of interest (as outlined above) and declare these to the relevant examination awarding bodies, before the published deadline for entries. from

- All teaching staff
- All support staff
- All invigilators

to • To identify and manage any potential conflicts of interest.

Declaration process

- A declaration of interest questionnaire is emailed to all staff during the first week of the January term
- For 2024, completed forms must be returned to the Exams Officer, any conflicts of interest noted and the relevant awarding body (ies) advised.

Managing conflicts of interest

- A conflicts of interest log is maintained and any potential conflict of interest is centrally recorded on the log.
- The relevant awarding bodies are informed (where required by the nature of the conflict of interest) of specific conflicts of interest/ centre staff declarations before the published deadline for entries for each examination series
- The agreed measures taken and protocols 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

Additional information:

n/a

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:

- The Assistant Head of Centre and Examinations Officer will ensure that centre staff are aware of the requirement to declare any 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:

n/a

CHANGES 2024/2025

Reference added to the requirement for a written 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

n/a