

Meadow High School



1.9 Exams - Conflict of Interest Policy

This policy is reviewed annually to ensure compliance with current JCQ (Joint Council for Qualifications) requirements.

Policy created: February 2024
Next Review: February 2025

Key staff involved in the policy

Role	Name
Head of Centre	Mrs J Rigby (Headteacher)
Senior leader(s)	Mrs A Fabisch (Assistant Head, KS5) Miss M Taylor (Assistant Head, KS5) Assistant Head KS4
Exams officer	Mrs A Norris
Other staff (if applicable)	Mrs M Manning (PA/Office Manager)

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

General principles

A process is in place to The Head of Centre will request information regarding potential conflicts of interests relating to staff taking exams, and staff families and close associates and inform exam boards where appropriate of conflicts of interest relating to the exam process and security for current year.

Note: The school does not usually permit staff to take exams at the centre. This would only be the case if all other avenues had been exhausted and at the discretion of the Head of Centre. from All Centre Staff to identify and manage all potential conflicts of interest..

Declaration process

An email is sent to all Centre Staff at the beginning of each academic year, setting out the various areas which a conflict may arise and asking staff to respond by a specified date. Information is sought in line with JCQ General Regulations. We ask staff to disclose:

- 1 any members of centre staff who are taking qualifications at their own centre which include internally assessed components/units (unlikely see note * below)
- 2 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 (unlikely see note *below)

and, maintains clear records of all instances where:

- 3 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
- 4 centre staff are taking qualifications at their own centre which do not include internally assessed components/units
- 5 centre staff are taking qualifications at other centres (GR 5.3)

Managing conflicts of interest

In the case of point 1 and 2, Meadow High School will inform relevant exam boards of the conflict of interest in advance of the published deadline for exams entries.

In the case of point 3, 4 and 5, a google file is set up to record all instances of exams taken by exams officer family and centre staff at other centres.

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:

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)

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).