

Policy/Procedure creator: Matt Rogers

Policy/Procedure created/reviewed: 25/05/2022

Centre Name	James Brindley School
Centre Number	20137
Date policy first created	01/11/2021
Current policy reviewed by	Matt Rogers
Current policy approved by	Kevin Biggs
Date of next review	01/12/2022

## Key staff involved in the policy

Head of centre	Hardip Bissell
Senior leader(s)	Kevin Biggs
Exams officer	Matt Rogers
Other staff (if applicable)	Not Applicable

This policy is reviewed and updated annually to ensure that conflicts of interest at James Brindley 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 James Brindley 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 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 James Brindley 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 from Not Applicable to Not Applicable.

## Declaration process

The Exams Officer will email all centre staff in the Spring term, requesting staff to declare any conflicts of interest.

## Managing conflicts of interest

A conflict of interest log is maintained and any potential conflict declared by the centre staff is centrally recorded on the log.

The relevant awarding bodies 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 to mitigate any potential risk to the integrity of the qualifications affected are recorded on the log and the affected member of staff is informed of these measures/protocols.

### **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:

N/A

### **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