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| Policy Name: | CONFLICTS OF INTEREST (EXAMS) |
| Policy Type: | Statutory |
| Issue Date: | 15th January 2025 |
| To be reviewed: | Annually – 15th January 2026 |
| Approved by: | Board of Trustees |
| Policy Owner: | Steph Brown |

Glossary of abbreviations

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| JCQ GR | Joint Council of Qualifications : General Regulations |
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1. Aims

- The purpose of this policy is to confirm how the centre manages conflicts of interest under normal delivery arrangements in accordance with the regulations.
- The policy will confirm 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.

2. Legislation and Guidance

- The centre must have an up to date written conflicts of interest policy for inspection that must be reviewed and updated annually.
- The centre must have a process in place to collect any declaration of interest from All centre staff to identify and manage any potential conflicts of interest.
- For internal recording purposes, a conflicts of interest log must be maintained and any potential conflict declared by centre staff is centrally recorded on the log.
- The centre must manage 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.
- The centre must maintain internal records for all instances of conflicts of interest where:

- 1) 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.
- 2) centre staff are taking qualifications at their own centre which do not include internally assessed components/units
- 3) centre staff are taking qualifications at other centres (GR 5.3)

3. Roles and Responsibilities

a. The role of the head of centre is to ensure:

- 1) conflicts of interest are managed according to the requirements in JCQ GR 5.3 ensuring centre staff are aware of the requirement to declare any interest
- 2) 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 and declarations are recorded/logged as potential conflicts of interest
- 3) the records are available where they may be requested by a JCQ Inspector and/or awarding body staff
- 4) 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
- 5) 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
- 6) 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
- 7) 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

b. The role of the exams officer is to ensure:

- 1) To ensure the process for collecting declarations of interest is undertaken
- 2) To ensure All Staff have access to the declaration of Interest form and are aware of the deadline for returning information
- 3) To collate submitted declaration of interests information, keeping an internal record available for Inspection.
- 4) 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
- 5) 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?