

# CONFLICT OF INTEREST POLICY

## EXAMS AND ASSESSMENTS

|                                  |                                |
|----------------------------------|--------------------------------|
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This policy is reviewed and updated annually to ensure that conflicts of interest at Beechwood 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.

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## Introduction

It is the responsibility of the head of centre to ensure that Beechwood School has a written conflicts of interest policy in place available for inspection. This policy confirms that Beechwood 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 Beechwood School manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

## General principles

A process is in place to Introduction

In order to comply with JCQ (Joint Council for Qualifications) Regulations, Beechwood School is required to have in place a conflict of interest policy that enables us to identify, manage and mitigate conflict of interest. All staff and other individuals have a responsibility to be aware of the potential for a conflict of interest.

This policy addresses how we are managing any potential conflicts of interest under the specific arrangements for delivery of examinations and assessments. from all staff involved in the arrangements for examinations and assessments to manage any potential conflicts of interest.

## **Declaration process**

- The Exams Officer will request that staff declare an interest with any students on roll at Beechwood School.
- A Declaration of Personal Interest form will be sent by the Exams Office for the members of staff to sign.
- Staff will be required to :
  - confirm their understanding of what a personal interest in a candidate relates to
  - (where applicable) declare no personal interest in any candidate
  - (where applicable) declare a personal interest in a candidate and identify their role(s) in the arrangements
  - confirm awareness of the need to maintain the confidentiality of the grades and endorsements determined by the centre
  - return the completed declaration to the Exams Office .

## **Managing conflicts of interest**

- A Conflicts of Interest log will be maintained to record any potential conflicts of interest declared by centre staff
- The log will record the nature of potential conflict and a decision by (insert name/role), if this is deemed a potential risk to the integrity of the centre's assessments
- (where applicable) The log will record appropriate additional controls put in place to mitigate any potential risk to the integrity of the centre's assessments and to ensure fairness in later process reviews and appeals, carefully considering the need to separate duties and personnel.
- The Head of Department will also sign a conflict of interest Department form if necessary .
- The Head of Centre and the Exams Officer will sign a declaration once all Conflicts of Interest have been completed .

## **Roles and responsibilities**

### **The role of the head of centre:**

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

- 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 j)
- 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:**

- 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)

## Staff Declaration of Interests (Examinations) Template

Name of member of staff

Are you taking any qualifications, or planning to take any BTEC/GCSE or A-level qualifications, at Beechwood School or another school/exam centre during the coming academic year?

☐ **Yes**

☐ **No**

*If yes, please provide details of the qualification(s) and confirm the exam centre being used:*

Are you teaching and/or preparing members of your family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for BTEC/ GCSE or A-level that include internally assessed components or units during the coming academic year?

☐ **Yes**

☐ **No**

*If yes, please provide details of the qualification(s) and confirm the exam centre being used:*

Are you a member of exams office staff **and** have a member/member of your family (including stepfamily, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for BTEC/GCSE or A-level at either Beechwood School or another school/exam centre?

☐ **Yes**

☐ **No**

*If yes, please provide details of the qualification(s) and confirm the exam centre being used:*

**Declaration:** I understand that, by returning this declaration, I am confirming that the information above is complete and correct to the best of my knowledge and belief. I undertake to keep this declaration up to date while I hold any position that requires it, and to renew it each year.

**Signature:** ..... **Date:** .....