

Conflict of Interest (Exams) 24-25

Winterstoke Hundred Academy

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Centre name	Winterstoke Hundred Academy
Centre number	50628
Date policy first created	20/11/2023
Current policy approved by	Matthew Randle, Principal
Current policy reviewed by	Terri Aggett, Exams Officer
Date of review	19/11/2024
Date of next review	18/11/2025

Key staff involved in the policy

Role	Name
Head of centre	Matthew Randle
Senior leader(s)	Annie Massey, Helen Allan, Claire Kelly, Laura Campbell, Carlo Hooper, Georgie Ford and Andrew Thomas.
Exams officer	Terri Aggett
Other staff (if applicable)	All staff

This policy is reviewed and updated annually to ensure that conflicts of interest at Winterstoke Hundred Academy are managed in accordance with current requirements and regulations.

Reference in the policy to **GR** relates to relevant sections of the current JCQ document **General Regulations for Approved Centres**.

Introduction

It is the responsibility of the head of centre to ensure that Winterstoke Hundred Academy has a written conflicts of interest policy for inspection that must be reviewed and updated annually. This policy confirms that Winterstoke Hundred Academy:

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 internal 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 Winterstoke Hundred Academy 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 forms from all centre staff to identify and manage any potential conflicts of interest. from

all centre staff

to identify and manage any potential conflicts of interest.

Declaration process

An initial email is sent out to all staff at the beginning of the new academic year (by the Exams Officer) to identify those members of staff who may have a conflict of interest.

An electronic copy of the declaration of interest form is sent to the relevant staff by the Exams Officer. Once returned this is logged accordingly onto the Conflict of Interest log.

Managing conflicts of interest

A conflict of interest log is maintained by the Exams Officer. The relevant awarding body/bodies is /are informed (where required by the nature of the conflict) of specific conflicts of interest/centre staff declaration before the published deadline for entries for each examination series.

Additional information:

Not applicable.

Roles and responsibilities

The role of the head of centre is to ensure:

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

Additional responsibilities:

Ensure that centre staff are aware of the requirement to declare any interest - ensuring that declarations are recorded/logged as potential conflicts of interest.

The role of the exams office/officer

To ensure the process for collecting declarations of interest is undertaken.

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

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.

Additional responsibilities:

Not applicable.

Changes 2024/2025

Under heading **Introduction** reference to 'clear records' changed to **internal records** to reflect the change in GR 5.3j).

Formatting changes made to **Roles and Responsibilities** section.

Centre-specific changes

No centre-specific updates or changes were applicable to this document.