

## CONFLICTS OF INTEREST POLICY

Date Reviewed: September 2024

Next Review: September 2025

This policy will remain valid until the end of the academic year 2024-25

This policy is reviewed and updated annually to ensure that conflicts of interest at Palmers Green High School (PGHS) are managed in accordance with current requirements and regulations. Reference in the policy relates to relevant sections of the current JCQ publication General Regulations for Approved Centres (section 5.3z).

It is the responsibility of the Head of Centre to ensure that PGHS has a written conflicts of interest policy in place available for inspection.

This policy confirms that Palmers Green 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 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)

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

## **General principles**

A process is in place to collect any Declarations of interest from all Centre Staff to identify and manage any Conflicts of Interest.

## **Declaration process**

At the beginning of each new exam year cycle, centre staff will need to declare any conflicts of interest and all relevant centre staff will need to complete a Declarations of Interest form and return it to the Exams Officer.

## **Managing conflicts of interest**

A Conflicts of Interest log is maintained and any potential conflict declared by centre staff is centrally recorded on the log. The relevant awarding body will be 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 will be taken and put in place to mitigate any potential risk to the integrity of the qualifications affected and recorded on the log and the affected member of staff informed of these protocols.

## **Roles and responsibilities**

### **The role of the Head of Centre is to ensure:**

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

### **The role of the Exams Officer**

Ensure the process for collecting declarations of interest is undertaken.

The role of the Exams Officer is 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 (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)