



Conflict of Interest Policy (Examinations)

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Author:	Victoria Palmer
Approved by:	Victoria Edwards



INTRODUCTION

It is the responsibility of the Head of Centre to ensure that Oakfield School has a written conflicts of interest policy for inspection that must be reviewed and updated annually. This policy confirms that Oakfield 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

Oakfield School will maintain 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

The purpose of this policy is to confirm how Oakfield School manages conflicts of interest under normal delivery arrangements in accordance with the regulations and to ensure that a process is in place to:

- Gather information about conflicts of interest from all centre staff
- Identify and manage any potential conflicts of interest

1. Managing conflicts of interest

1.1 Declaration process:

All staff must complete the conflict of interest [form](#) online each academic year. We recognise that conflicts of interest may change throughout the year; if this is the case,



you must submit another form and the form with the most recent date will be marked as current.

1.2 Recording conflicts of interest:

- A conflict of interest log will be maintained centrally and any potential conflict declared by centre staff will be recorded within the log. The agreed measures required to mitigate any potential risk to the integrity of the qualifications affected will be recorded within the log, and the affected member(s) of staff will be informed of these requirements
- The relevant awarding body/bodies will be informed, where required by the nature of the conflict, of specific centre staff declarations before the published deadline for entries for each examination series by identifying and following the individual awarding body's administrative process

2. Roles and responsibilities

2.1 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 the 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 examinations 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.



2.2 The role of the **Exams Officer** is to ensure:

- The process for collecting declarations of interest is undertaken
- That the awarding body/bodies administrative process is followed for identifying and 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 (including 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 the later).

Appendix:

1. Conflict of interest declaration form:

- Click here to fill in the form online; [Conflict of Interest Form](#)

or;

- scan the QR code with your work phone:



