



# **Conflicts of Interest Policy (Exams)**

Cambian Devon School

## Conflicts of Interest Policy (Exams)

Centre name	Cambian Devon School
Centre number	54381
Date policy first created	04/10/2024
Current policy approved by	Rebecca Jones
Current policy reviewed by	Rebecca Jones
Date of review	04/10/2024
Date of next review	04/10/2025

## Key staff involved in the policy

Role	Name
Head of centre	Abbi Walters
Senior leader(s)	Claire Benjafield
Exams officer	Rebecca Jones
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that conflicts of interest at Cambian Devon School 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 Cambian Devon School has a written conflicts of interest policy for inspection that must be reviewed and updated annually. This policy confirms that Cambian Devon 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)

## Purpose of the policy

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

## General principles

A process is in place to

**Identification:** All potential conflicts of interest are identified through regular reviews of staff roles and responsibilities, as well as their involvement in qualifications at the school.

**Disclosure:** Staff members are required to disclose any conflicts of interest, including personal relationships with candidates, to the Head of Centre. This disclosure must occur prior to the entry deadlines for examinations to ensure transparency and compliance.

**Communication:** The Head of Centre communicates any identified conflicts of interest to the relevant awarding bodies, ensuring that all required information is submitted on time.

**Documentation:** The school maintains comprehensive internal records of all disclosed conflicts of interest. This includes details about:

- Staff members taking qualifications at the centre, both with and without internally assessed components.
- Staff teaching or preparing close relatives or friends for qualifications.
- Any instances of exams office staff having family members or friends entered for assessments.

**Annual Review:** The conflicts of interest policy and associated practices are reviewed annually to ensure compliance with regulations and to make necessary updates based on changing circumstances or feedback.

**Training and Awareness:** Staff are regularly trained on the importance of conflict of interest management and the procedures in place to ensure integrity in the assessment process.

from

all centre staff

to  
identify and manage any potential conflicts of interest

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## **Declaration process**

Awareness and Training:

- All staff members are trained on the importance of identifying and declaring conflicts of interest. This training covers what constitutes a conflict of interest and the implications for both the staff and the school.

Self-Assessment:

- Staff are encouraged to regularly assess their own situations for potential conflicts. This includes evaluating their relationships with students, candidates, or other staff members that may influence or appear to influence their professional judgment.

Formal Declaration:

- When a staff member identifies a potential conflict of interest, they must complete a formal declaration form. This form should include:
  - Name of the staff member.
  - Nature of the conflict (e.g., familial relationships, personal friendships).
  - Details about the candidates involved (if applicable).
  - Any relevant dates or events related to the conflict.

Submission:

- The completed declaration form is submitted to the Head of Centre or a designated official responsible for conflict of interest management.

Review and Assessment:

- The Head of Centre reviews the submitted declarations to determine the validity and severity of the conflicts. This may involve discussions with the staff member to gain a clearer understanding of the situation.

Action Plan Development:

- Based on the assessment, an action plan may be developed to mitigate any potential conflicts. This could include:
  - Reassigning roles or responsibilities.
  - Ensuring another staff member handles assessments related to the conflict.
  - Informing relevant awarding bodies about the conflict.

Documentation:

- All declarations and related actions are documented and stored in the school's internal records. This

documentation should be maintained for audit and compliance purposes.

Communication:

- Relevant stakeholders, including the awarding bodies, are informed of any significant conflicts of interest, especially those involving staff members who are involved in assessment processes.

Annual Review:

- The declaration process and the conflicts of interest policy are reviewed annually to ensure effectiveness and compliance with regulatory requirements. Staff are reminded to declare any new conflicts that may arise.

Follow-up:

- Regular follow-up may be conducted to ensure compliance with the action plan and to reassess any ongoing conflicts.

## **Managing conflicts of interest**

For internal recording purposes, a conflict of interest log is maintained, and any potential conflict declared by centre staff is centrally recorded on the log. The relevant awarding bodies are 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 administration process. The agreed measures or protocols 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 is informed of these measures/protocols.

**Additional information:**

## **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:

**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:

## **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**