



Conflicts of Interest Policy (Exams)

Huxlow Academy

Conflicts of Interest Policy (Exams)

Centre name	Huxlow Academy
Centre number	27114
Date policy first created	08/11/2023
Current policy approved by	SLT
Current policy reviewed by	SLT
Date of review	21/11/2024
Date of next review	30/11/2025

Key staff involved in the policy

Role	Name
Head of centre	Kim Isaksen
Senior leader(s)	Ruth Roberts, Deputy Head Jane Watson, Deputy Head Helene Huchet, SLT member with responsibility for exams Laura Gauvrit, SENCo Paula Faller, Business Manager
Exams officer	Lisa Gidney
Other staff (if applicable)	n/a

This policy is reviewed and updated annually to ensure that conflicts of interest at Huxlow 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 Huxlow Academy has a written conflicts of interest policy for inspection that must be reviewed and updated annually. This policy confirms that Huxlow 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 Huxlow Academy 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 Huxlow Academy staff including exam invigilators to identify any potential conflicts of interest.

Declaration process

All Huxlow Academy staff are requested to complete and sign an electronic (google forms) Declaration of Interest annually to be submitted to the Exams Manager by 1st December.

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/bodies is/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 administrative process.
- The agreed measures/protocols taken/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 informed of these measures/protocols.

Additional information:

N/A

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 Huxlow Academy staff are aware of the requirement to declare any interest.
- Ensure 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:

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

Declaration of Interest google form made available for all staff to complete.