



CONFLICTS OF INTEREST (EXAMS)

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Date of next review	

Key staff involved in the policy

Role	Name(s)
Head of centre	Mrs Clare Batson
Exams officer	Mrs Sarah Adamson
Senior leader(s)	Mr Jonny Galbraith

Introduction

It is the responsibility of Parklands High School to ensure that it has a written conflicts of interest policy in place available for inspection. This policy confirms that Parklands 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 clear 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 Parklands High School manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

General principles

A process is in place to Collect a signed declaration sheet from all Centre staff to to identify and manage any conflicts of interest.

Declaration process

A hard copy declaration of interest form is sent to all staff to complete in September of each academic year.

Managing conflicts of interest

A conflict of interest log is kept which details all conflict of interests alongside any actions taken to mitigate any potential risk to exams and assessments.

Roles and responsibilities

The role of each Head of Centre

Ensure conflicts of interest are managed according to the requirements (GR 5.3)

- Ensure 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)
- Ensure the records are available where they may be requested by a JCQ Centre Inspector and/or awarding body staff (GR 5.3)

- Ensure 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)
- Ensure 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
- Ensure 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
- Ensure 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 (GR 5.3)

The role of each school's Exams Officer

Ensure the process for collecting declarations of interest is undertaken

- 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)

See Appendix 1 for Staff Conflict of Interest Annual Form for completion

See Appendix 2 for examples of Conflicts of Interests

See Appendix 3 for Conflict of Interest Log

Declaration of Interest form 2023/24

The awarding bodies are required by the qualification regulators to ensure that any Conflict of Interest in relation to the design, delivery and awarding of examinations/assessments is identified, recorded and managed effectively. In turn, centres are required to take all reasonable steps to ensure that the awarding bodies are able to comply with this regulatory condition.

A **Conflict of Interest** occurs where any member of staff who has access to privileged information, or is responsible for making decisions about assessment outcomes, could, potentially, use that information, or their position, to give an unfair advantage to a close friend or relative entered for an examination/assessment at your or any other centre. A Conflict of Interest also occurs if any member of your centre's staff is entered for an examination/assessment.

Therefore, centres are required to inform the awarding bodies for any of their specifications of any specific Conflict of Interest. To ensure our centre complies, you **must** declare (by ticking) any of the statements that apply to you and complete the required information in the white boxes.

Your name		Your job title(s)	
Subject(s) you teach (if applicable to your role)			

- I will be sitting an exam/assessment at this centre in the Summer 2024 exam series

Qualification(s) I am to be entered for	Awarding body	Qualification type	Specification (subject)
Steps I have taken to seek an alternative centre at which to sit the qualification(s)			

- I have access to confidential assessment materials (in the centre's secure storage facility and/or through an awarding body secure extranet site) and I am entered for an exam at another centre in the Summer 2024 exam series

Qualification(s) I am entered for	Awarding body	Qualification type	Specification (subject)
Entering centre name			
Entering centre number			

'Related People'

'Related People' are those with whom you have a close relationship. It includes spouses, children and siblings, close friends, relatives and members of the household where there is regular contact, such that privileged information might be shared inappropriately. A step-relative, cousin, niece, etc., would count if the contact with that person was close and frequent.

- I have access to the centre's secure storage facility and I have a one or more 'Related People' sitting exams, at this centre or elsewhere (*where more than one related person complete a separate form*)

Name of related person (the candidate)			
Where the candidate is sitting	<input type="checkbox"/> This centre <input type="checkbox"/> Another entering centre (<i>tick box as applies</i>)		
Candidate number (if this centre)		Relationship to me	
Entering centre name			
Entering centre number (if known)			

- I am involved in making assessment decisions for centre-marked components for 'Related People' (*where more than one related person, please complete a separate form*)

Name of related person (the candidate)			
Candidate number		Relationship to me	
Qualification(s) candidate to be entered for	Awarding body	Qualification type	Specification (subject)

- I have none of the above statements to declare



Date declaration(s) made:

Signature to confirm declaration(s):

This completed form (including date and signature) must be returned to **Sarah Adamson** by **30th September**

The declaration(s) you have provided will be used to inform the relevant awarding body/bodies where a specific Conflict of Interest is identified and to record the steps being taken by the centre to manage the risk represented by any Conflict of Interest. You will be informed where any steps directly affect you.

All records are subject to inspection by the JCQ/awarding body on request and will be kept for a minimum of one year after results have been issued for the relevant exam series

FOR HEAD OF CENTRE/EXAMS OFFICER USE ONLY

Date	Action
	Completed declaration form received
	Recorded on Conflict of Interest log
	Awarding body/bodies informed of specific Conflict of Interest (where applicable)
	Member of staff informed of steps to manage the risk represented by specific Conflict of Interest

Appendix 2

Conflict of interest (COI)	Measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected
<p>(As a last resort where unable to find another centre) Taking a qualification(s) at this centre which includes an internally assessed component/unit</p> <p><input type="checkbox"/> COI declared to relevant awarding body before the published deadline for entries (for each affected examination series)</p>	<ul style="list-style-type: none"> prevent the member of centre staff having access to confidential examination/assessment materials prior to exam(s)/assessment(s) All exam material are logged on delivery, collected by keyholder for exams materials and delivered/logged into secure safe brief other relevant centre staff on maintaining the integrity and confidentiality of exam/assessment materials All relevant information for Curriculum Leaders, SLT and staff for exams integrity and confidentiality is disseminated at the beginning of each academic year including non-exam assessment materials ensure the member of centre staff is treated in the same way as any other candidate entered for that qualification, does not have access to examination materials and does not receive any preferential treatment No information regarding examination materials is disseminated until the appropriate awarding body times and follows each awarding bodies regulations
<p>Teaching and preparing a member of family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for a qualification(s) which includes an internally assessed component/unit</p> <p><input type="checkbox"/> COI declared to relevant awarding body before the published deadline for entries (for each affected examination series)</p>	<ul style="list-style-type: none"> make every effort to avoid situations where a candidate is assessed by a person who has a close personal relationship with the candidate Mock Exams, Coursework and any NEA's to be marked by another member of staff and checked by Curriculum Lead/another member of staff or SLT ensure the member of centre staff is not solely involved in making assessment decisions for the affected candidate for any internally assessed component/unit Assessment decisions to be made where applicable by another member of staff, Curriculum Lead or member of SLT ensure the marked work will be submitted for moderation whether or not it is part of the moderation sample Marked work will be submitted as an additional for all moderation samples
<p>A member of exams office staff and has a member of 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 at this centre or another centre</p>	<ul style="list-style-type: none"> ensure that the member of exams office staff does not have unaccompanied access to confidential examination materials (for example, question papers, pre-release materials, answer scripts etc.) Exams Officer to be accompanied when exam materials are logged in reception, whilst unpacking and logging in secure safe and whilst accessing any NEA's or pre release materials. A log to be kept and signed by whoever is accompanying and the Exams Officer. ensure that another person is present for particular administrative arrangements relating to the candidate's exams/assessments
<p>Taking a qualification at this centre which does not include internally assessed components/units</p>	<ul style="list-style-type: none"> prevent the member of centre staff having access to confidential examination materials prior to exam(s) All exam materials are logged on delivery and then logged and checked into the secure safe. They are then checked by the EO and Invigilator (second pair of eyes check) to ensure the integrity of exam materials. Only staff authorised as keyholders will have access to the secure safe. brief other relevant centre staff on maintaining the integrity and confidentiality of examination materials ensure the member of centre staff is treated in the same way as any other candidate entered for that qualification, does not have access to examination materials and does not receive any preferential treatment
<p>Taking a qualification at another centre</p>	<ul style="list-style-type: none"> ensure the member of centre staff does not have access to confidential examination materials for the same awarding body qualification if this is delivered in the centre All exam materials are logged on delivery and then logged and checked into the secure safe. They are then checked by the EO and Invigilator (second pair of eyes check) to ensure the integrity of exam materials. Only staff authorised as keyholders will have access to the secure safe.

Appendix 3

CONFLICTS OF INTEREST LOG

Date recorded	Staff name & job title(s)/role(s)	Conflict of interest (COI)	Measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected

The records may be inspected by a JCQ Centre Inspector and/or awarding body staff. They might be requested in the event of concerns being reported to an awarding body. The records must be 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.