



Conflicts of Interest Policy (Exams)

Ribblesdale School

2024-2025

This policy is reviewed and updated annually to ensure that conflicts of interest at Ribblesdale School are managed in accordance with current requirements and regulations.

Reference in the policy to **GR** relates to relevant sections of the current JCQ publication **General Regulations for Approved Centres**.

Introduction

It is the responsibility of the head of centre to ensure that Ribblesdale School has a written conflicts of interest policy for inspection that must be reviewed and updated annually. This policy confirms that Ribblesdale 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 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 Ribblesdale School 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 staff at Ribblesdale School to identify, mitigate and manage any potential conflicts of interest.

Declaration process

A declaration of interest form is sent via Teams to all centre staff in the Autumn term. Completed forms from any staff member with an interest to declare are returned to the Exams Officer within the timeframe set.

A separate declaration of interest form is completed by any member of the invigilation team with a conflict to declare.

Managing conflicts of interest

For internal recording purposes, a conflicts of interest log is maintained and any potential conflict declared by centre staff is centrally recorded on the log. If the nature of the conflict requires awarding bodies to be informed, this is completed by following the individual awarding body's administrative process before the deadline for entries for each examination series.

Measures put in place to mitigate any potential risk to the integrity of the qualifications affected are agreed and recorded on the log. Relevant members of staff are informed of the measures agreed.

The conflicts of interest log is retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other enquiry has been completed, whichever is later, in line with JCQ regulations.

Roles and responsibilities

The role of the head of centre is to ensure (GR 5.3):

- 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 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
- that declarations are logged as potential conflicts of interest.

The role of the exams office/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
- 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)