



Conflicts of Interest Policy

St Bernards High School

Conflicts of Interest Policy

Centre Name	St Bernards High School
Centre Number	16639
Date policy first created	29/09/2023
Current policy approved by	Kirsten Brown
Current policy reviewed by	Monica Allitt
Date of next review	01/10/2024

Key staff involved in the policy

Role	Name
Head of Centre	Allison Moise-Dixon
Senior leader(s)	Monica Allitt
Exams officer	Kirsten Brown
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that conflicts of interest at St Bernards High 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 St Bernards High School has a written conflicts of interest policy in place available for inspection. This policy confirms that St Bernards 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 St Bernards High School manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

General principles

A process is in place to Create and send a conflict of Interest form from All Centre Staff to Identify and manage conflict of interest.

Declaration process

A electronic declaration of interest is send to all Centre Staff every new school year. Completed forms must be returned to the Exams Officer by the end of October. Those staff without the use of a computer will be given a paper copy which will collected/given by the Exams Officer.

Managing conflicts of interest

A conflicts of interest log is maintained and any potential conflict declared by centre staff is centrally recorded. The relevant Exam boards are informed (where required by the nature of the conflict) of specific conflicts before the published deadline for each examination series. If there are any restrictions to the staff concerned they will be notified. A second declaration form will be required by that member of staff to ensure they have understood the restrictions.

Additional information:

Roles and responsibilities

The role of the 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)

Additional responsibilities:

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 (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)

Additional responsibilities:

Changes 2023/2024

Reference added to the requirement for a conflicts of interest policy to be in place available for inspection (as detailed in JCQ's **General Regulations for Approved Centres**, section 5.3z).

Centre-specific changes