


## CONFLICT OF INTEREST (EXAMS)

<b>RESPONSIBILITY:</b>	<b>HEAD OF CENTRE</b>
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<b>PROPOSED BY:</b>	<b>EXAMS OFFICER</b>
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<b>TYPE OF POLICY:</b>	<b>STATUTORY</b>
<b>ON WEBSITE:</b>	<b>YES</b>

<b>DATE AGREED:</b>	<b>OCTOBER 2025</b>
<b>FREQUENCY OF REVIEW:</b>	<b>ANNUALLY</b>
<b>NEXT REVIEW:</b>	<b>OCTOBER 2026</b>

<b>APPROVED BY:</b>	<b>PAUL PHILLIPS</b>
<b>DATE APPROVED AND ISSUED:</b>	<b>OCTOBER 2025</b>
<b>SIGNATURE:</b>	 <b>DEPUTY HEAD TEACHER</b>

**This document is reviewed and updated annually on the publication of updated JCQ regulations.**

## **Introduction**

It is the responsibility of the Head of Centre to ensure that Vandyke Upper School has a written conflicts of interest procedure policy for inspection that must be reviewed and updated annually. This procedure policy confirms that Vandyke Upper 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 procedure policy**

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

## **General principles**

A process is in place for staff to notify any potential conflict of interest.

At the beginning of each academic year, the Exams Officer places a notice in the centre's weekly staff bulletin to ensure staff are aware of the requirements. A link to a Google form is also provided for staff to complete.

Should a potential conflict of interest exist, the relevant member of staff is informed that the awarding body/bodies will be notified accordingly. Should any additional processes be required by an awarding body, the relevant member of staff will be informed accordingly.

## **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

#### The role of the Exams 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.