



Exmouth  
Community  
College  
Academy Trust

## CONFLICT OF INTEREST POLICY

Policy Details	Date
Written by	Exams Office Model
Reviewed by	Cirstie Rennie
Ratified by	Curriculum Committee
Date agreed by Governors	23.01.24
Review Cycle	Annual
Review date	Spring 2025

# **Conflicts of Interest Policy (Exams)**

Exmouth Community College

## Conflicts of Interest Policy (Exams)

Centre Name	Exmouth Community College
Centre Number	54269
Date policy first created	06/11/2023
Current policy approved by	Pending
Current policy reviewed by	NA
Date of next review	01/11/2024

## Key staff involved in the policy

Role	Name
Head of Centre	Tom Inman
Senior leader(s)	NA
Exams officer	Cirstie Rennie
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that conflicts of interest at Exmouth Community College 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 Exmouth Community College has a written conflicts of interest policy in place available for inspection. This policy confirms that Exmouth Community College:

- 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 Exmouth Community College manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

## General principles

A process is in place to collect conflict of interest information annually from all centre Staff/Invigilators to identify and manage conflicts of interest within the centre.

## Declaration process

All staff are e-mailed and asked to complete a conflict of interest form. If this identifies a potential conflict, further information is requested and then reported to the relevant Board or recorded internally'

## Managing conflicts of interest

A conflict of Interest Log is maintained and any potential conflict is declared by centre staff and recorded by

the Exams Office. The relevant Awarding Bodies are notified (if applicable) or it is recorded internally with details about how the conflict of interest will be mitigated.

**Additional information:**

NA

## **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:**

NA

### **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:

NA

## **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**

NA