

# Conflict of Interest (Exams) Policy 2024/25

Author's Name and Job Title:	Elisa Williams, Head of MIS and Exams		
Department:	MIS		
Policy Version Number:	1.0		
Ratified by:	<input type="checkbox"/>	Governor Committee (please specify): Click or tap here to enter text.	
	<input checked="" type="checkbox"/>	Principalship	
Date Approved:	Click or tap to enter a date.		
Policy valid for:	<input checked="" type="checkbox"/> 1 year	<input type="checkbox"/> 2 years	<input type="checkbox"/> 3 year
Next review date:	30/10/2025		
Ratified by:	<input checked="" type="checkbox"/>	A new policy	
	<input type="checkbox"/>	Based on a previous version of the same policy	
Specific groups to whom this policy directly applies:	<input checked="" type="checkbox"/>	Staff	
	<input checked="" type="checkbox"/>	Students	
	<input checked="" type="checkbox"/>	Governors	
	<input checked="" type="checkbox"/>	Senior Post Holders	
	<input checked="" type="checkbox"/>	Workers (including Casuals, Agency, Contractors etc.)	
	<input type="checkbox"/>	Other (Please specify): Click or tap here to enter text.	
People/Groups consulted:	Click or tap here to enter text.		
Policies and procedures of the college are non-contractual and does not form part of Terms and Conditions of Employment.			
Note: This document is electronically controlled. This policy can only be considered valid when viewed via SharePoint. If this is a printed hard copy or saved to another location, you must check that the version number on your copy matches the one on the webpage.			

## Key staff involved in the procedure

Role	Name(s)
Head of centre	Marian Curran
Senior leader(s)	Elisa Williams
Exams officer	Ross Stone
SEnCo (or equivalent role)	Lynne Thomas

This policy is reviewed and updated annually to ensure that conflicts of interest at St Brendans Sixth Form College are managed in accordance with current requirements and regulations.

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

## Introduction

It is the responsibility of the head of centre to ensure that St Brendans Sixth Form College has a written conflicts of interest policy for inspection that must be reviewed and updated annually. This policy confirms that St Brendans Sixth Form 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 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 policy

The purpose of this policy is to confirm how St Brendans Sixth Form College 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, including those relating to relationships with students outside of St Brendans Sixth form, from all centre staff to enable the centre to identify and manage any potential conflicts of interest.

## Declaration Process

An electronic form is used to collect declarations of interest and this is sent to staff in the autumn term of each year by the Examinations Officer. It will additionally be sent to new staff on a termly basis through the year.

The information submitted is reviewed by the Examinations Officer in conjunction with the Head of MIS / Exams.

## Managing Conflict of Interest

A log of conflicts of interest is maintained and any potential conflict declared by centre staff is centrally recorded on this.

The relevant awarding body/bodies is/are informed (where required by the nature of the conflict) of specific conflicts of interest/centre staff declarations by the published deadline for entries for each examination series by identifying and following the individual awarding body's administrative process.

The agreed measures/protocols taken/put in place to mitigate any potential risk to the integrity of the qualifications affected are recorded on the log and the affected member of staff informed of these measures/protocols

## Roles and Responsibilities

The role of the **Head of Centre** is to ensure that, in line with Section 5.3j of the [General Regulations for Approved Centres](#):

- 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** is to, in line with Section 5.3j of the General Regulations for Approved Centres:

To ensure that 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; and

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.

## Revision History

Version	Changes since previous version	Date
1.0	New policy introduced in line with JCQ rules and list of required policies	Feb 2025