



RIDGEWOOD
HIGH SCHOOL

Conflicts of Interest Policy (Exams)

2023 - 2024

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Version	Date	Amendments
V1	30/01/2024	First issue

Introduction

This policy is reviewed and updated annually to ensure that conflicts of interest at Ridgewood 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.

Aims

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

This policy confirms that Ridgewood 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)

A process is in place to collect any declarations of interest from all centre staff, to identify and manage any potential conflicts of interest, in accordance with JCQ and awarding body requirements.

Declaration process

A link to an electronic Declaration of Interest form is emailed to all centre staff at the beginning of the academic year (hard copy paper forms are forwarded to any staff who do not have access to the electronic version), with instructions to complete the electronic form/return the paper copy of the form to the exams officer as soon as possible. The deadline by which the above must be completed is set according to any awarding body entry deadlines for the Autumn term.

Further declaration of interest forms are forwarded to any new employees throughout the school year as required, and a reminder to all staff regarding the requirement to declare any possible conflicts of interest is given 2 weeks prior to the entry deadline for each subsequent examination series.

Managing conflicts of interest

A conflict of interest log is maintained by the Exams Officer, and any potential conflict declared by centre staff is recorded on the log. The relevant awarding bodies are informed (where required by the nature of the conflict) before the published deadline for entries for each examination series.

The agreed measures/protocols 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 is informed of these measures/protocols.

Roles and responsibilities

The role of the head of centre

- Ensure conflicts of interest are managed according to the requirements (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)

The role of the exams 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)
- 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).