



Conflicts of Interest Policy (Exams)

Queensbury Special School

Conflicts of Interest Policy (Exams)

Centre Name	Queensbury Special School
Centre Number	20222
Date policy first created	19/10/2023
Current policy approved by	Mr C. Wilson
Current policy reviewed by	Sarah wolverson
Date of next review	

Key staff involved in the policy

Role	Name
Head of Centre	Mr C. Wilson
Senior leader(s)	Mr C. Wilson, Executive Head . Mrs Sherree Watkins, Head of School & KS4. Mrs Bushra Adnan, Associate Head of KS5, Mr Adam Kearns, Associate Head of KS3, Mr. Nisar Khan, DSL, Mr M Ali, Director of Learning, Mrs L Weston, Director of Learning, Ms H Dyer, Director of Learning, Ms M Brown, Advanced Teaching & Learning Coach
Exams officer	Sarah Wolverson
Other staff (if applicable)	

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

General principles

A process is in place to identify any conflicts of interest of all teaching staff initially by completing a questionnaire issued by the Exams Officer, the exams officer will then ask for further details if required. From teaching staff that have declared a conflict to identify and manage any potential conflicts of interest and potentially inform Awarding Bodies.

Declaration process

Staff are asked to complete an electronic form declaring a conflict of interest. This is sent out by the Exams Officer and teaching staff are asked to reply within 7 working days. This is done in October/ November of each academic year prior to any entries being made at Queensbury.

Managing conflicts of interest

Where a conflict of interest is declared staff are asked to sign further documentation and a central log is kept to ensure that 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. A risk assessment is completed for the individual staff member and the relevant awarding body and the protocols that will be put in place, eg limiting access to secure Awarding Bodies sites,

Additional information:

not applicable

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:

centre staff are aware of the requirement to declare any interest - Ensure that declarations are recorded/logged as potential conflicts of interest and if these change during the academic year via email

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:

not applicable

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

Upon review in October 2023, no centre-specific updates or changes were applicable to this document.)