



# Exams Conflicts of Interest Policy

St Benedict's Catholic College

## Exams Conflicts of Interest Policy

Centre name	St Benedict's Catholic College
Centre number	16439
Date policy first created	12/03/2024
Current policy approved by	Mrs J Santinelli
Current policy reviewed by	Mr G Muttock
Date of review	02/12/2024
Date of next review	01/12/2025

## Key staff involved in the policy

Role	Name
Head of centre	Mrs J Santinelli
Senior leader(s)	Mr G Muttock Mr C Brown
Exams officer	Ms C Adams
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that conflicts of interest at St Benedict's Catholic 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 Benedict's Catholic College has a written conflicts of interest policy for inspection that must be reviewed and updated annually. This policy confirms that St Benedict's Catholic 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 Benedict's Catholic College manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

## General principles

A process is in place to Collect Declaration of interest forms from all centre staff to Identify and manage any conflicts of interest.

## Declaration process

A Microsoft form is sent out to all staff asking to declare any instances of a conflict of interest as outlined. Any potential conflicts are flagged and followed up by the Exams officer. A log is kept of all staff's responses and those that fail to reply are chased weekly. New starters are identified at the start of each term and the conflict of interest declaration is part of the induction process.

## Managing conflicts of interest

A conflict of interest log is maintained by the college 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) of specific conflicts of interests identified.

### Additional information:

This information is kept on a secured shared drive and can be accessed by the Senior Leadership Team

## 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

Additional responsibilities:

Ensure all centre staff are aware of the requirements through all staff email and morning briefings.

### The role of the exams office/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.

Additional responsibilities:

Ensure all centre staff are aware of the requirements through all staff email and morning briefings.