



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

Thriftwood School & College

## Conflicts of Interest Policy (Exams)

Centre name	Thriftwood School & College
Centre number	16342
Date policy first created	10/04/2024
Current policy approved by	Simon Kyndt
Current policy reviewed by	Kirsty Mountain
Date of review	09/12/2024
Date of next review	01/12/2025

## Key staff involved in the policy

Role	Name
Head of centre	Simon Kyndt
Senior leader(s)	Executive Headteacher - Georgina Pryke College Lead - Lisa Walker Exams Officer Line Manager - Gemma Ellis KS4 Phase Leader - Carolyn Mitchell KS5 Phase Leader - Rachael Collins
Exams officer	Kirsty Mountain
Other staff (if applicable)	English Lead: Entry Level Certificate - Carolyn Mitchell English Lead: Functional Skills & GCSE - Peter Roberts ICT Lead - Jodie Brace Mathematics Lead - Rachael Collins Options Lead - Jane O'Dell Sports Lead - James Eade

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

## General principles

A process is in place to collect any declaration of interest from all centre staff to identify and manage any potential conflicts of interest.

## Declaration process

An electronic copy of a 'REGISTER OF BUSINESS INTERESTS AND DECLARATION OF GIFTS AND HOSPITALITY' form is either emailed to all centre staff in the Autumn term, or forms part of the recruitment process should a member of centre staff start after the beginning of the academic year. A section in the form asks staff to declare:

"any person closely related to me, or living in the same home as me, with business interests or other organisations which may have dealings with the school"

Completed forms are returned to the business manager and processed, who then informs the exams officer of any relevant conflicts of interest.

The exams officer makes all centre entries and is therefore aware of any staff taking exams at the centre.

All centre staff are directed to read the centre's Exams Policy which requests staff to disclose:

- if they are teaching and preparing members of their own 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
- if they 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

- if they are taking qualifications at the centre which do not include internally assessed components/ units
- if they are taking qualifications at other centres

## **Managing conflicts of interest**

A conflicts of interest log is maintained by the exams officer and any potential conflict declared by centre staff is centrally recorded on the log. The relevant awarding body/bodies is/are informed (where required by the nature of the conflict) of specific conflicts of interest/centre staff declarations before 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.

### **Additional information:**

Not applicable

## **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:

Not applicable

### **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:

Not applicable

## Changes 2024/2025

Under heading **Introduction** reference to 'clear records' changed to **internal records** to reflect the change in GR 5.3j).

Formatting changes made to **Roles and Responsibilities** section.

## Centre-specific changes

New policy for 2023-2024

Centre-specific changes for 2024/25 resulting from the annual review in December 2024:

Upon review, the only centre-specific updates or changes are the names of the English Lead & ICT Lead plus the removal of a B&E Lead.