

Conflict of Interest Policy for exams 2024/25

This procedure is reviewed annually to ensure compliance with current regulations.

Centre Name:	Orchard Mead Academy
Centre Number:	25224
Date procedures first created:	7 th February 2024
Approved by:	Subrina Johal/Beatrice Finn
Review by:	Sam Lane
Date of next review:	1 st February 2026

Key staff involved in internal appeals procedures.

Role	Name(s)
Head of centre	Subrina Johal
SLT member(s)	Mrs Claire Harley
Exams manager	Mrs Samantha Lane
ALS Lead/SENCo	Mrs Emma Topley
Other Staff:	

This procedure is reviewed and updated annually to ensure that the complaints at Orchard Mead Academy are managed in accordance with current requirements and regulations.

Reference in this procedure to GR refers to the JCQ publication **General Regulations for Approved Centres**.

Introduction

It is the responsibility of the head of centre to ensure that Orchard Mead Academy has a written conflicts of interest policy in place available for inspection. This policy confirms that Orchard Mead Academy:

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 Orchard Mead Academy manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

General principles

A process is in place to Collect any conflict of interest information from All centre staff and invigilators to Identify and manage potential conflicts of interest.

Declaration process

An email is sent to all staff inviting them to declare a conflict of interest, if a member of staff informs the exams manager of a conflict of interest, the exams officer will email, or post them a copy of the form that needs completing, completed form must be sent/posted to the exams manager no later than the 20th February each new academic year unless in an emergency.

Managing conflicts of interest

A conflict of interest log maintained and any potential conflict declared by centre staff/invigilators is centrally recorded on the log, where relevant, awarding bodies will be informed ahead of the exam season of any specific conflicts that have been declared to us.

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 internal records are retained and 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

Additional responsibilities:

- Centre staff and invigilators are aware of their obligation to inform the centre of any possible conflict of interest - this information will then be logged/recorded as potential conflict of interest.

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)

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

Upon review in September 2024, no centre-specific updates or changes were applicable to this document.