

Conflict of Interest policy 2023- 2024

Charles Darwin School

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Centre Name	Charles Darwin School
Centre Number	14225
Date policy first created	26/10/2023
Current policy approved by	LKe
Current policy reviewed by	LCI
Date of next review	26/10/2024

Key staff involved in the policy

Role	Name
Head of Centre	Mr Aston Smith
Senior leader(s)	Louise Kelly
Exams officer	L. D Clough
Other staff (if applicable)	n/a

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

General principles

A process is in place to Request and collate declarations of interest at Charles Darwin School. from All Charles Darwin School Staff. to Identify and manage all conflicts of interest..

Declaration process

A whole school email is sent to all staff giving details of what constitutes a 'conflict of interest' and asking Staff to reply with any conflicts that may apply to them. This is sent along with JCQ information before the first examination season in the academic year.

Managing conflicts of interest

A conflict of interest spreadsheet is maintained by the exams officer detailing any current conflict of interest reported by Centre Staff. The examination boards are advised of any Specific conflicts if relevant following exam board protocols.

The levels of risk are evaluated based on access to confidential material and measures applied to mitigate any risk involved. This may be discussed with SLT if levels of risk is considered high.

Additional information:

Members of the Invigilation team are also included in this process. Teaching Staff are advised that if they wish to enter a qualification they should register at an alternative centre in order to achieve the qualification.

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 reminded of their responsibilities before each examination series.

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:

n/a

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