



# CHALLNEY HIGH SCHOOL FOR GIRLS

## CONFLICTS OF INTEREST POLICY (EXAMS)

### Legal

- To meet the requirements of the Joint Qualifications Council (JCQ)
- To meet the requirements of examination organisations used by the school

### Monitoring and Review

- This policy will be subject to continuous monitoring, refinement and audit by the Examinations Officer and reviewed by the Senior Leadership Team
- The Headteacher will undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require

**Prepared by:** Examinations Officer

**Reviewed by:** Assistant Headteacher

**Approved by:** SLT and School Governors

Challney High School for Girls operates in accordance with the current JCQ Regulations (General Regulations) as follows.

Challney High School for Girls manages Conflicts of Interest by informing the awarding bodies, before the published deadline for entries, 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

Challney High School for Girls 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 centre which do not include internally assessed components/units
- Centre staff are taking qualifications at other centres

The Examination Officer will email all staff early in the Spring Term and before the advertised deadline for entries. Any staff meeting any of the criteria above will be requested to complete the Declaration of Interest Form (**see Appendix A**).

All information from the completed Declaration of Interest Forms will be recorded on the Conflicts of Interest Log (**see Appendix B**).

The Head of Centre must ensure that the records include details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected.

The records may be inspected by a JCQ Centre Inspector and/or awarding body staff.

They might be requested in the event of concerns being reported to an awarding body. The records must be 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.

Any conflict of interest must also be declared to the relevant exam board online in accordance with each board's procedures.

The Head of Centre must note that entering members of centre staff for qualifications at their own centre must be as a last resort in cases where the member of centre staff is unable to find another centre.

The Head of Centre is responsible for ensuring 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.

The Head of Centre must ensure that during the examination series the member of centre staff is treated as per any other candidate entered for that examination, does not have access to examination materials and does not receive any preferential treatment.

**Declaration of Interest Form**

To comply with the regulations, Challney High School for Girls is required to manage Conflicts of Interest and inform the relevant awarding body/bodies for any of their qualifications 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

Challney High School for Girls is also required to maintain 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 centre which do not include internally assessed components/units;
- centre staff are taking qualifications at other centres.

To ensure compliance, you must declare any of the statements and complete the required information that will apply to you in the current academic year.

<b>NAME</b>		<b>JOB TITLE</b>	
<b>Subjects you teach (if applicable to your role)</b>			

I am taking a qualification(s) at this centre which includes an internally assessed component/unit

QUALIFICATION	AWARDING BODY	LEVEL	SUBJECT
<b>Steps I have taken to sit this qualification at an alternative centre</b>			

I am teaching and preparing a member of my family or close friend/member of their immediate family for a qualification(s) which includes an internally assessed component/unit

<b>NAME OF CANDIDATE</b>			
<b>CANDIDATE NUMBER</b>		<b>RELATIONSHIP TO ME</b>	
<b>QUALIFICATION BEING TAUGHT AND PREPARED FOR</b>	<b>AWARDING BODY</b>	<b>LEVEL</b>	<b>SUBJECT</b>

- I am the Exams Officer and have a member of my family or close friend/member of their immediate family being entered for examinations and assessments at this centre or another centre

NAME OF CANDIDATE			
CANDIDATE NUMBER		RELATIONSHIP TO ME	
WHERE THE CANDIDATE IS BEING ENTERED	<input type="checkbox"/> THIS CENTRE	<input type="checkbox"/> ANOTHER CENTRE	
ENTERING CENTRE NAME			
ENTERING CENTRE NUMBER			

- I am taking a qualification at this centre which does not include internally assessed components/units
- I am taking a qualification taking a qualification at another centre

QUALIFICATION	AWARDING BODY	LEVEL	SUBJECT
EXAM SERIES			
ENTERING CENTRE NAME			
ENTERING CENTRE NUMBER			

**CONFIRMATION OF DECLARATION**

Signature	
Date	

*This completed form must be returned to the Exams Officer*

*The declaration you have provided will be used to inform the relevant awarding body (where required) and to record details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected. You will be informed if/where any measures or protocols put in place directly affect you.*

*All records are subject to inspection by the JCQ/awarding body on request and will be 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 (for the relevant exam series).*

**HEAD OF CENTRE / EXAMS OFFICER USE ONLY:**

Date	Action
	Completed Declaration form received
	Declaration recorded on Conflict of Interest (COI) log
	Awarding body informed (where applicable)
	Staff member informed of measures/protocols in place to manage the risk

**Conflicts of Interest Log**

EXAM SERIES	
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Date Recorded	Staff Name	Job Title / Roles	Conflict of Interest	Measures taken / protocols in place to mitigate any potential risk to the integrity of the qualification

***This record will be 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 (for the relevant exam series)***