



Conflict of Interest Policy

1. Issue and Review

The date of issue of this policy is 20th September 2024. This policy will be reviewed annually.

2. Introduction

It is the responsibility of the head of centre to ensure that The Radclyffe School has a written conflicts of interest policy in place for inspection. This policy conforms that The Radclyffe School:

- Manages conflicts of interest by informing awarding bodies, before the published deadline for entries for each examination series of:
 - - Any members of 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 (eg. 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 (eg. 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).

3. Purpose of the policy

The purpose of this policy is to confirm how The Radclyffe school manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

4. General principles

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

5. Declaration process

A conflicts of interest form is sent to all centre staff in the first week of the new academic year. Completed forms are to be returned to Nicola Maddock (Head's PA) by the end of September.

6. Managing conflicts of interest

A conflicts of interest log is maintained 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.



6. Roles and responsibilities

The Head of the 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:

The Exams 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 (eg. Son/daughter) for qualifications which include internally assessed components/units (GR 5.3).
- Retain 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 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 5.3).

Updated 09/09/2024