



St Bernard's Catholic High School

Conflict of Interest Policy

Policy Name	Conflict of Interest Policy
Policy Group	Curriculum Policies
Policy Produced By	L Hamilton
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Linked or Related Policies	
Named Persons in this policy	None





Introduction

As detailed in section 5.3 of the General Regulations for Approved Centres, published by the Joint Council of Qualifications (JCQ), there is the requirement for a conflicts of interest policy to be in place and available for inspection. It is the responsibility of the head of centre to ensure that St Bernard's Catholic High School has a written conflict of interest policy.

This policy confirms that St Bernard's Catholic High 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 (does not apply in 2324 exam year)
- 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

The school also 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 at either the centre itself or other centres
- Centre staff are taking qualifications at their own centre which do not include internally assessed components/units (does not apply in 2324 exam year)
- Centre staff are taking qualifications at other centres

The purpose of this policy is to protect staff and students and the integrity of the school as a centre. Any assessor or other member of staff involved in any way with internal assessments or exam processes must declare any conflict(s) of interest in this regard.

This policy applies to all staff and other individuals who interact with the work of the exam boards including teaching and marking.

Making a declaration

A declaration of conflict of interest form is sent electronically to all centre staff at the start of the academic year and again in advance of any formal examinations taking place in the centre. Completed forms must be returned prior to the examinations starting. Declarations are treated confidentially within the bounds of what is required to be reported to the awarding bodies.

Following a declaration

The Examinations Officer will maintain a log of staff who have a conflict of interest. Depending on the nature of the declaration,

- (i) a report is made to the relevant awarding body and/or
- (ii) a log is kept of any action taken to mitigate risk.

The individual concerned and Exams Officer are equally responsible for ensuring that the issue is documented carefully. Clear records are kept which include details of measures taken to mitigate any potential risk to the integrity of the qualifications involved. Subject leaders are informed of any potential conflict of interest within their department. These logs are held in the Exams Office to be available for inspection by JCQ inspectors and/or awarding body staff if required, or if they are requested should





concerns be reported to an awarding body. They 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.

Roles and Responsibilities

Head of Centre

- Maintain the Conflict of Interest policy
- Ensure conflicts of interest are managed according to the requirements
- 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
- Ensure the records are available where they may be requested by a JCQ Centre Inspector and/or awarding body staff
- 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
- 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

Examinations Officer

- Ensure the process for collecting declarations of interest is undertaken
- Identify and follow the awarding body's administrative process for submitting details of conflicts of interest
- 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
- Ensure other relevant centre staff, where they may be involved in the receipt and dispatch of confidential exam materials, are briefed on the requirements for maintaining the integrity and confidentiality of the exam materials.

All staff

- Responsibility for ensuring that they are familiar with the Conflict of Interest policy and guidelines.
- Required to make a declaration in a timely manner when they become aware of the conflict.

