



Conflicts of Interest Policy (Exams)

Chauncy

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Centre name	Chauncy
Centre number	17263
Date policy first created	04/03/2024
Current policy approved by	Board of Governors
Current policy reviewed by	Head of Centre
Date of review	02/10/2024
Date of next review	04/10/2025

Key staff involved in the policy

Role	Name
Head of centre	Steve Walton
Senior leader(s)	Sonali Lariko
Exams officer	Jaqui Meli
Other staff (if applicable)	Emma Cunningham - Exams Assistant

This policy is reviewed and updated annually to ensure that conflicts of interest at Chauncy are managed in accordance with current requirements and regulations.

Reference in the policy to **GR** relates to relevant sections of the current JCQ document **General Regulations for Approved Centres**.

Introduction

It is the responsibility of the head of centre to ensure that Chauncy has a written conflicts of interest policy for inspection that must be reviewed and updated annually. This policy confirms that Chauncy:

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 Chauncy manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

General principles

A process is in place to

collect any declaration of interest at the start of the academic year.

from

all centre staff and current invigilators

to identify and manage any conflicts of interest for the academic year ahead.

Declaration process

A declaration of interest form is sent electronically at the start of the new academic year. Staff are required to complete and return and potential conflicts of interest to the Exams Office.

Managing conflicts of interest

A conflicts of interest log is maintained by the Exams Office each year. Any potential conflicts are then reported to the relevant examining bodies and action is taken according to their specific requirements.

Additional information:

any new invigilators hired after the start of the new academic year will be required to complete the declaration of interest form during their initial basic training session.

Roles and responsibilities

The role of the head of centre is to ensure:

- conflicts of interest are managed according to the requirements in GR 5.3
- internal 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
- the records are available where they may be requested by a JCQ Centre Inspector and/or awarding body staff
- 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
- 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
- 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
- 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:

The role of the exams office/officer

To ensure the process for collecting declarations of interest is undertaken.

To 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

To 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.

Additional responsibilities:

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