

# **Conflicts of Interest Policy (Exams) 2023/24**

The Basildon Upper Academy

## Conflicts of Interest Policy (Exams) 2023/24

Centre name	The Basildon Upper Academy
Centre number	16133
Date policy first created	01/11/2023
Current policy approved by	Rebecca Rees
Current policy reviewed by	Sophie Rowe
Date of next review	14/10/2024

### Key staff involved in the policy

Role	Name
Head of centre	Rebecca Rees
Senior leader(s)	Sharon Szuszkiewicz
Exams officer	Sophie Rowe
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that conflicts of interest at The Basildon Upper Academy 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 The Basildon Upper Academy has a written conflicts of interest policy in place available for inspection. This policy confirms that The Basildon Upper Academy:

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 The Basildon Upper Academy manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

## General principles

A process is in place to collect any conflict of interest declaration from from all centre staff to identify any conflicts of interest and put measures in place..

## Declaration process

When a member of centre staff is employed, they must declare whether there are any family members who either attend the school as a pupil or if any members of their family are centre staff. It is the responsibility of the staff to declare any changes with conflict of interest during their employment.

## Managing conflicts of interest

A conflict of interest log is kept and maintained and any potential conflict declared by centre staff is centrally recorded on the log. The relevant awarding bodies are informed of any specific conflicts of interest e.g. the exams officer has a child at the school they are working at and the child is due to sit their examinations in the next summer series. The agreed measures and protocols must be put in place to mitigate any potential risk to the integrity of the qualifications affected are recorded on the log, the affected staff members must be informed of the measures and protocols.

### Additional information:

not applicable

## 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:

not applicable

#### **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:

not applicable

## **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**