



# **Conflicts of Interest Policy (Exams)**

Croydon High School

## Conflicts of Interest Policy (Exams)

Centre Name	Croydon High School
Centre Number	14318
Date policy first created	07/11/2023
Current policy approved by	Ben Rew
Current policy reviewed by	Grace Lewis
Date of next review	31/10/2024

## Key staff involved in the policy

Role	Name
Head of Centre	Annabel Davies
Senior leader(s)	Ben Rew
Exams officer	Grace Lewis
Other staff (if applicable)	Lynn Martin

This policy is reviewed and updated annually to ensure that conflicts of interest at Croydon High School 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 Croydon High School has a written conflicts of interest policy in place available for inspection. This policy confirms that Croydon 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
  - 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 who are taking qualifications at other centres (GR 5.3)

## **Purpose of the policy**

The purpose of this policy is to confirm how Croydon High School 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 data from all centre staff to identify and manage any potential conflicts of interest.

## **Declaration process**

A google form is sent to all non-examination centre staff to identify who has a potential conflict of interest. Staff members with a potential conflict of interest along with all examination staff are required to complete a conflict of interest form, which is retained by the centre until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed.

## **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 bodies are informed (where required by the nature of the conflict) of specific conflicts of interest and centre staff declarations before the published entry deadline. This is done by identifying and following the individual awarding body's administrative process. The agreed measures put in place to mitigate any potential risk to the integrity of the qualifications affected are recorded on the log and the member of staff informed of these measures.

## **Roles and responsibilities**

### **The role of the head of centre**

- Ensure conflicts of interest are managed according to the JCQ requirements (GR 5.3) and CIE 2024 Handbook.
- 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)

### **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:
  - o Taking qualifications which include internally assessed components/units at their own centre

- o 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)
  - o Have an interest in a person taking a Cambridge International assessment at Croydon High School or another centre
- 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)