

Conflict of Interest Policy - Exams

King Solomon High School

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Centre Name	King Solomon High School
Centre Number	13330
Date policy first created	06/11/2023
Current policy approved by	Bradley Abrahams
Current policy reviewed by	Bradley Abrahams
Date of next review	06/11/2024

Key staff involved in the policy

Role	Name
Head of Centre	Michele Phillips
Senior leader(s)	Bradley Abrahams
Exams officer	Hayley Grant-Bampton
Other staff (if applicable)	

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

Purpose of the policy

The purpose of this policy is to confirm how King Solomon 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 declaration of interest from all centre staff, including Exam Invigilators to identify and manage any conflict of interests in relation to the exam process..

Declaration process

The Exams Officer sends an electronic Microsoft Forms to all staff and Exam Invigilators asking for any conflict of interests to be declared.

Managing conflicts of interest

A conflict of interest log is maintained and any potential conflict declared by centre staff and/or invigilators is

recorded. 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 any possible conflict through the use of the Microsoft Form. Any invigilators that are a parent/relative of a student sitting exams in a particular series will be known to the Exams Officer in advance and they will not invigilate alone with the child. These invigilators shall not be timetabled within the same room as the child concerned, nor would they be responsible for second pair of eyes checks for that session.

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:

Centre staff are made aware via the Exams Officer of the requirement to declare any interest.

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

No centre specific updates or changes were applicable to this document.