HOE VALLEY SCHOOL

CONFLICT OF INTEREST (EXAMS) POLICY

Person Responsible:	Deputy Head Teacher
Date Adopted:	September 2023
Date of last review:	Autumn 2025
Date of next review:	Autumn 2026

1. INTRODUCTION

It is the responsibility of the head of centre to ensure that Hoe Valley School has a written conflicts of interest policy in place available for inspection. This policy confirms that Hoe Valley 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 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)

2. PURPOSE OF THE POLICY

The purpose of this policy is to confirm how Hoe Valley School manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

3. GENERAL PRINCIPLES

- Prior to each exam season, a Google form is sent to all staff asking to declare the above conditions.
- The results are then produced into a Google sheets and the outcomes are colour coded.
- This sheet is produced by the Exams Officer and shared with the Deputy Head and the Head of Centre.
- Anyone needing to be identified to the exam boards will be supported through the process by the Exams Officer.

4. ROLES AND RESPONSIBILITIES

a. 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)

b. The role of the exams 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)