



HOE VALLEY SCHOOL CONFLICTS OF INTERESTS EXAM POLICY

Person Responsible: Exams Officer
Date Adopted: April 2021
Date of last review: Autumn 2021
Date of next review: Autumn 2022

a. Purpose Of The Policy

This policy addresses how we are managing any potential conflicts of interest in compliance with the published JCQ regulations and awarding body requirements.

b. General Principles

A process is in place to collect any declaration of personal interest from all staff involved in the arrangements for external examination held between September 2021 and July 2022 and to manage any potential conflicts of interest.

Where reference is made to candidates, this includes any private candidates accepted by the centre

c. Declaration process

Using a Google Forms, see Appendix A for a copy of the form, every member of staff is asked to answer the following:

- Are you teaching and / or preparing members of your 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?
- Are any members of your family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) taking GCSEs, BTECs or NCFE Vcerts or WJEC Vocational Awards?
- Are you taking any qualifications? eg GCSE, A levels, NCFE V-Certs or WJEC Vocational Awards?

Any staff that answer yes to the above questions, fill in additional details. All the information is recorded on a Google Sheet, which is then checked by the Exams Officer, and shared with the Head of Centre.

The Exams Officer declares the Conflicts of Interests to the relevant exam boards.

JCQ Regulations - Conflict Of Interest

To comply with the JCQ regulations, each year we are required to submit the following information to the exam boards, before the exam entries are made. This must be completed by every member of staff.

Your email address will be recorded when you submit this form.

Not inglesl@hoevalleyschool.org? [Switch account](#)

*Required

Name *

Your answer

Are you teaching and / or preparing members of your 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? *

No

Yes

Are any members of your family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) taking GCSEs, BTECs or NCFE Vcerts or WJEC Vocational Awards? *

No

Yes

Are you taking any qualifications? eg GCSE, A levels, NCFE V-Certs or WJEC Vocational Awards? *

No

Yes - At this Centre

Yes - At another Centre

If you have answered yes to any of these questions please can you provide details below.

Your answer

Submit

