



Exams Conflict of Interest Policy 2425

Ancora House School

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Centre name	Ancora House School
Centre number	40310
Date policy first created	19/09/2023
Current policy approved by	Sian Thomas
Current policy reviewed by	Lauren Calver
Date of review	13/09/2024
Date of next review	19/09/2024

Key staff involved in the policy

Role	Name
Head of centre	Sian Thomas
Senior leader(s)	Amanda Lacey
Exams officer	Lauren Calver
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that conflicts of interest at Ancora House School are managed in accordance with current requirements and regulations.

Reference in the policy to **GR** relates to relevant sections of the current JCQ document **General Regulations for Approved Centres**.

Introduction

It is the responsibility of the head of centre to ensure that Ancora House School has a written conflicts of interest policy for inspection that must be reviewed and updated annually. This policy confirms that Ancora House 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)

Purpose of the policy

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

General principles

A process is in place to collect any declarations of interest from all centre staff to in order to be aware of and manage any conflicts of interest in relation to exams.

Declaration process

All staff are emailed at the start of the year asking to confirm any declarations of interest electronically

Managing conflicts of interest

An electronic record is kept of any declarations of interest and awarding bodies are made aware when appropriate/ their policies require them to be notified. The exams officer will work with SLT and the member of staff to mitigate any conflicts that should arise , for example an additional member of staff observing the conducting and marking of controlled assessments and handling exam related materials.

Additional information:

Not Applicable

Roles and responsibilities

The role of the head of centre is to ensure:

- conflicts of interest are managed according to the requirements in GR 5.3
- internal 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

- the records are available where they may be requested by a JCQ Centre Inspector and/or awarding body staff
- 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
- 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
- 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
- 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

Additional responsibilities:

It is the exams officers responsibility to maintain accurate and up to date records of any conflicts of interest

The role of the exams office/officer

To ensure the process for collecting declarations of interest is undertaken.

To 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

To 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.

Additional responsibilities:

Not Applicable

Changes 2024/2025

Under heading **Introduction** reference to 'clear records' changed to **internal records** to reflect the change in GR 5.3j).

Formatting changes made to **Roles and Responsibilities** section.

Centre-specific changes

No centre specific changes were applicable to this document