



**MELBOURN**  
**VILLAGE COLLEGE**  
EVERYBODY IS SOMEBODY

# Conflicts of Interest Policy (Exams)

Policy/Procedure creator: Gemma Stuart

Policy/Procedure created/reviewed: 29/11/2022

|                            |                          |
|----------------------------|--------------------------|
| Centre Name                | Melbourn Village College |
| Centre Number              | 22165                    |
| Date policy first created  | 28/11/2022               |
| Current policy reviewed by | Niki Smith               |
| Current policy approved by | Niki Smith               |
| Date of next review        | 28/11/2023               |

## Key staff involved in the policy

|                             |                                    |
|-----------------------------|------------------------------------|
| Head of centre              | Christopher Bennet                 |
| Senior leader(s)            | Niki Smith - Deputy head of Centre |
| Exams officer               | Gemma Stuart                       |
| Other staff (if applicable) | Not Applicable                     |

This policy is reviewed and updated annually to ensure that conflicts of interest at Melbourn Village College 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 Melbourn Village College :

- 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 Melbourn Village College 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 conflict of interest

from All centre staff to Identify and manage any potential conflicts of interest to ensure that they are reported and managed effectively, in order to protect the integrity of the examinations / assessments concerned. .

## Declaration process

An electronic copy of the declaration of interest form will be sent to all centre staff along with the policy. This will need to be read and completed by all centre staff and returned to the examinations officer. All information will be kept on file but any staff who declare a conflict of interest will be expected to complete and sign a hard copy.

## Managing conflicts of interest

- A conflicts of interest log is maintained and any potential conflict declared by staff is recorded on the log.
- The relevant awarding body/bodies is/are informed where required of specific conflicts of interest/centre staff declarations before the published deadlines for entries for each examination series by identifying and following the individual awarding body's administrative process.
- The agreed measure / protocols put in place to mitigate any potential risk to the integrity of the qualifications affected are recorded on the log and the affected member of staff informed of these measures/protocols.
- To have records readily available for inspection.

**Additional information:**

## 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:

- Ensure all staff are aware of the requirement to declare any conflict of interest.
- Ensure that all declarations are recorded/logged as potential conflicts of 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:

## CHANGES 2022/2023

No changes applicable

## CENTRE-SPECIFIC CHANGES

Upon review in November 2022, no centre specific updates or changes were applicable to this document.