



**CHELTENHAM  
BOURNSIDE  
SCHOOL**

## **Conflicts of Interest Policy (Exams)**

Cheltenham Bournside School

## Conflicts of Interest Policy (Exams)

Centre name	Cheltenham Bournside School
Centre number	57309
Date policy first created	03/10/2023
Current policy approved by	K Hanley
Current policy reviewed by	F Brown
Date of review	25/09/2024
Date of next review	01/10/2025

### Key staff involved in the policy

Role	Name
Head of centre	S Jefferies
Senior leader(s)	K Hanley
Exams officer	F Brown
Other staff (if applicable)	N Fordyce

This policy is reviewed and updated annually to ensure that conflicts of interest at Cheltenham Bournside 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 Cheltenham Bournside School has a written conflicts of interest policy for inspection that must be reviewed and updated annually. This policy confirms that Cheltenham Bournside 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 Cheltenham Bournside 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 potential conflict of interest..

## Declaration process

A declaration of interest electronic form is placed on the Staff Bulletin in the Autumn term. Non-responders are chased up.

## Managing conflicts of interest

A log of conflicts of interest is maintained and any potential conflict declared by centre staff is centrally recorded on the log. The relevant awarding bodies are informed of specific conflicts of interest. Where appropriate, the exams team will speak with staff to reduce any risks.

**Additional information:**

## 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:

**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:

## **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**

This policy applies to all GCSEs, A levels, BTEC Nationals, BTEC Technicals, OCR Cambridge Nationals and Technicals, WJEC and AQA level 3 qualifications and FSMQ qualifications.