

Conflict of Interest policy (Exams)



Saffron Valley Collegiate

To be reviewed: January 2025

Mission Statement

The Saffron Valley Collegiate seeks to provide a personalised educational experience that identifies and responds to the circumstances and needs of each individual child or young person. In doing so it enables them to progress academically and become successful learners through the re-engagement of the young person with education.

EQUALITIES STATEMENT:

All who work within Saffron Valley Collegiate and its component provisions are committed to the celebration of diversity, and the challenging of disadvantage and discrimination, in all its forms.

These values are explicit to the ethos of the Saffron Valley Collegiate and implicit in all policies and practice

Malpractice Policy (Exams)

Centre Name	Saffron Valley Collegiate
Centre Number	14353
Date policy first created	12/01/2024
Current policy approved by	Management Committee
Current policy reviewed by	Stephanie Walters, Examination Officer

Key staff involved in the policy

Role	Name
Head of Centre	Gillian LaRocque
Senior leader(s)	Astrid Searle and Gareth Denton
Exams officer	Stephanie Walters
Other staff (if applicable)	Head of Provision and Assistant Head of Provision

This policy is reviewed and updated annually to ensure that conflicts of interest at Saffron Valley Collegiate 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 Saffron Valley Collegiate has a written conflicts of interest policy in place available for inspection. This policy confirms that Saffron Valley Collegiate:

- 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 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 other centres (GR 5.3)

Purpose of the policy

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

General principles

A process is in place to ensure all members of centre staff complete a declaration of interest annually or at the point of entry. From all centre staff to Identify and manage potential conflict of interest.

Declaration process

Declaration of Interest forms can be completed on a google form. All instances are followed up via Stephanie Walters, Exams Officer.

Managing conflicts of interest

A conflict of interest log is kept and potential conflicts declared to the Awarding Body. Processes are explained to all staff on site.

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)

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:
- 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)

Changes 2023/2024

Reference added to the requirement for a conflicts of interest policy to be in place available for inspection (as detailed in JCQ's **General Regulations for Approved Centres**, section 5.3z).