Conflicts of Interest Policy (Exams)

Oasis Academy Immingham

Conflicts of Interest Policy (Exams)

Centre name	Oasis Academy Immingham
Centre number	44347
Date policy first created	16/05/2024
Current policy approved by	Sara McLoughlin
Current policy reviewed by	Neil Gallafent
Date of next review	02/09/2024

Key staff involved in the policy

Role	**Name**
Head of centre	Sara McLoughlin
Senior leader(s)	Neil Gallafent, Tanya Wiles
Exams officer	Sarah Habbershaw
Other staff (if applicable)	

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

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 Oasis Academy Immingham manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

General principles

A process is in place to Sent out by Exams Officer to all staff and returned on Microsoft Forms from Sarah Habbershaw (Exams Officer) to All Staff, including support staff.

Declaration process

Thank you to those staff that have already completed the conflict of interest form 23-24. This is an annual declaration that ALL staff need to complete and is required for us to meet exam regulations. This form replaces the old Conflict of Interest paperwork. Please can I ask that you follow the following link: If you are having any difficulties please let me know and I can supply you with a paper copy.

Thank you

Managing conflicts of interest

A conflict of interest log is maintained and any potential conflict is declared by centre staff in a centrally recorded area.

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:

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 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).

Centre-specific changes