



UVHS Conflict Of Interest Policy (Exams)

Ulverston Victoria High School

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Centre name	Ulverston Victoria High School
Centre number	42351
Date policy first created	18/10/2024
Current policy approved by	UVHS Governors: Pastoral & Curriculum Sub-Committee
Current policy reviewed by	Andy Nayler
Date of review	18/10/2024
Date of next review	18/10/0025

Key staff involved in the policy

Role	Name
Head of centre	Matthew Hardwick
Senior leader(s)	Andy Nayler - Assistant Headteacher - Curriculum & Data
Exams officer	Lucy Scott
Other staff (if applicable)	Christine Dawson - Deputy Exams Officer

This policy is reviewed and updated annually to ensure that conflicts of interest at Ulverston Victoria High 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 Ulverston Victoria High School has a written conflicts of interest policy for inspection that must be reviewed and updated annually. This policy confirms that Ulverston Victoria High 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 Ulverston Victoria High School manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

General principles

A process is in place to collect declarations of conflict of interest from all centre staff to gather information regarding any potential conflict. This information is used to identify and manage all conflicts of interest to mitigate any potential risk to the integrity of the qualifications.

Declaration process

A declaration of conflict of interest form is sent to all staff using Microsoft Forms, information and guidance is included where necessary with a clear deadline. Paper copies are provided to members of staff who do not regularly access school emails. These are logged and collated by the Exams Officer and Deputy Exams Officer. Any staff who have not responded by the deadline are contacted to ensure a response has been received from all members of staff.

Managing conflicts of interest

A conflict of interest log is created and maintained from the information received. Any potential conflict declared by centre staff is centrally recorded on this log.

The relevant awarding bodies are informed (where required by the nature of the conflict) of specific conflicts of interest before the published deadline for entries for each exam series, following each awarding body's

administrative process.

The log is kept in the exams office and is available for inspection.

Additional information:

To successfully manage all conflicts of interest within school the relevant member of staff is contacted to agree any measures required to be put in place to mitigate the conflict and agreement is sought in writing from all relevant parties (via email is acceptable). Members of exams staff and invigilators are briefed regarding any conflicts where relevant.

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:

Advice is sought from the exam boards where necessary to ensure all conflicts of interest are managed appropriately.

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