



ST ALBANS GIRLS' SCHOOL

EXAMS - Conflicts of Interest Policy

GB sub-committee: Curriculum, Assessment & Standards Committee

Co-ordinator: Mrs M Maddison

Last Reviewed: New Policy

Next Review: Spring 2025

Signed by:
Margaret Chapman
Head Teacher

Signed by:
Claire Barnard
Chair of Governors

Reference in the policy to **GR** relates to relevant sections of the current JCQ publication [General Regulations for Approved Centres](#).

1. INTRODUCTION

1.1 It is the responsibility of the Head of Centre to ensure that St Albans Girls' School has a written conflicts of interest policy in place available for inspection. The Head of Centre for St Albans Girls' School is Mrs Margaret Chapman.

This policy confirms that St Albans Girls' 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 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)

2. PURPOSE OF THE POLICY

2.1 The purpose of this policy is to confirm how St Albans Girls' School manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

3. GENERAL PRINCIPLES	
3.1	A process is in place to collect any conflicts of interest from All Centre Staff to Identify and manage any conflicts of interest.
4. DECLARATION PROCESS	
4.1	In the autumn term a Google Form is sent electronically to all centre staff requesting that they declare any potential conflict of interest and that the form is completed and submitted by the end of the term to ensure that the awarding bodies are informed of any conflicts before the deadline for entry for public examinations
5. MANAGING CONFLICTS OF INTERESTS	
5.1	A conflicts of interest log is maintained and any potential conflicts declared by centre staff is centrally recorded on the log. The relevant awarding bodies are informed (where required by the nature of the conflict) of specific and centre staff declarations before the published deadlines for entries for each examination series according to the awarding bodies individual administrative process. The agreed measures/protocols taken or put in place are recorded in a Risk Assessment and the affected member of staff is informed of these measures/protocols
6. ROLES AND RESPONSIBILITIES	
6.1	<p>The role of the Head of Centre</p> <ul style="list-style-type: none"> • 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)
6.2	<p>The role of the Exams Office/Officer</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ 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

	<p>and their immediate family (e.g. son/daughter) for qualifications which include internally assessed components/units (GR 5.3)</p> <ul style="list-style-type: none"> ○ 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)
4. MONITORING	
4.1	This policy is reviewed and updated annually to ensure that conflicts of interest at St Albans Girls' School are managed in accordance with current requirements and regulations.