

Procedures

Title:	Conflict of interest - exams
Associated Policies:	
Head of centre	Cristina Taboada-Naya
Senior leader(s)	Abigail Boddy (Deputy Headteacher) Abigail Bell (Assistant Headteacher)
Exams officer	Jenny Legg
SENCo (or equivalent role)	Julia Smallman
1 .	Introduction
	<p>It is the responsibility of the head of centre to ensure that Northampton School for Girls has a written conflicts of interest procedure for inspection that must be reviewed and updated annually. This procedure confirms that Northampton School for Girls:</p> <p>Manages conflicts of interest by informing the awarding bodies, before the published deadline for entries for each examination series, of:</p> <ul style="list-style-type: none"> 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 <p>maintains internal records of all instances where:</p> <ul style="list-style-type: none"> 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 procedures
	The purpose of these procedures is to confirm how Northampton School for Girls manages conflicts of interest under normal delivery arrangements in accordance with the regulations.
3.	General principles
	A process is in place to collect any conflict of interest forms from all centre staff to identify and manage any potential conflicts of interest.

	<p>Declaration process An electronic version of the declaration of interest form is sent to all centre staff in September. Completed forms must be returned promptly to the Exams Officer</p> <p>Managing conflicts of interest A conflicts of interest log is maintained and any potential conflict 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 conflicts of interest. Centre staff declarations are required to be completed before the published deadline for entries for each examination series</p>
4.	Roles and responsibilities
	<p>The role of the head of centre is to ensure:</p> <ul style="list-style-type: none"> • 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 <p>Additional responsibilities:</p> <p>It is the responsibility of the Exams Officer to ensure that centre staff are aware of the requirement to declare any interest and to ensure that declarations are recorded/logged as potential conflicts of interest</p> <p>The role of the exams office/officer</p> <p>To ensure the process for collecting declarations of interest is undertaken.</p> <p>To identify and follow the awarding body's administrative process for submitting details of members of staff who are:</p> <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 and their immediate family (e.g. son/daughter) for qualifications which include internally assessed components/units <p>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.</p>

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	<p>This procedure is reviewed and updated annually to ensure that conflicts of interest at Northampton School for Girls are managed in accordance with current requirements and regulations.</p> <p>Reference in the procedure to GR relates to relevant sections of the current JCQ document General Regulations for Approved Centres.</p>
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