





THE COOPERS' COMPANY  
AND COBORN SCHOOL

*Love as Brethren*

## Conflicts of Interest Policy (Exams)

**2023/24**

 	Name of School	The Coopers' Company and Coborn School
	Policy review Date	January 2024
	Date of next Review	January 2025
	Who reviewed this policy	Mrs. A. Titley
	To be approved by SLT	APPROVED

This policy is reviewed and updated annually to ensure that conflicts of interest at The Coopers Company and Coborn School 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](#).



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## Key staff involved in internal appeals procedures

Role	Name(s)
Head of centre	<b>Ms. S. Hay</b>
SLT members	<b>Mr. R. Bell</b> <b>Mr. M. Duncan</b> <b>Mr. J. Edwards</b> <b>Mrs. J. Harris</b> <b>Mrs. R. Carron</b> <b>Mr. J. Dudley-Hart</b> <b>Mr. L. Bonnett</b>
Exams office	<b>Mrs. A. Titley – Examinations and Data Manager</b> <b>Mrs. L. Butler – Deputy Examinations Officer</b>



## Introduction

It is the responsibility of the head of centre to ensure that The Coopers Company and Coborn School has a written conflicts of interest policy in place available for inspection. This policy confirms that The Coopers Company and Coborn 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](#)).

## Purpose of the policy

The purpose of this policy is to confirm how The Coopers Company and Coborn School manages conflicts of interest under normal delivery arrangements in accordance with the regulations..

## General principles

A process is in place to collect any declaration of interest from all centre staff to identify and manage any potential conflicts of interest.

### Declaration process

A Conflict of Interest google form for Summer 2024 will be sent by Mrs. A. Titley (Examinations and Data Manager) to **ALL** centre staff to complete in identifying any potential conflict of.

Staff will be required to:

- declare either no personal interest in any candidate, or declare a personal interest in a candidate and identify their role(s) in the arrangements;
- submit the completed declaration form to Mrs. Titley by Thursday 7<sup>th</sup> December 2023.

### Managing conflicts of interest

A Conflict of Interest log for Summer 2024 is maintained with any potential conflict of interest declared by centre staff.

The log will record the nature of potential conflict and a decision by Ms. S. Hay (Head of Centre) if the conflict is deemed a potential risk to the integrity of the centre's assessments.



The log will record appropriate additional controls put in place to mitigate any potential risk to the integrity of the centre's assessments and to ensure fairness in the process of reviews and appeals.

Individual awarding body instruction / guidance will be followed if there is any change to their normal procedures for informing of conflicts of interest.

## 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:

Ensure that centre staff are aware of the requirement to declare any interest.

Ensure that declarations are recorded / logged as potential conflicts of interest

### The role of the exams office

- 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](#))