

Conflict of Interest Policy

Nova Hreod Academy

Conflict of Interest Policy

Centre name	Nova Hreod Academy
Centre number	66525
Date policy first created	03/04/2024
Current policy approved by	Sonja Unwin
Current policy reviewed by	Tracey Butler
Date of next review	01/09/2024

Key staff involved in the policy

Role	Name
Head of centre	Sonja Unwin
Senior leader(s)	Justin Delap, Thomas Unwin, Rachel Fox, Penny King, Jannine Clapp, Faye Green, Kirsty Honeysett, Toby Watkins, Ben Wilkinson
Exams officer	Tracey Butler
Other staff (if applicable)	Hayley Lawrence

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

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 Nova Hreod Academy 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

The examination assistant each September will send out a Microsoft form collecting any information from all staff if they have any conflict of interest. The form is devised based on the form used by the exams office, just adapted.

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 body/bodies are informed where required of specific interests before the published deadline. The agreed measures are put in place to mitigate any potential risk to the qualifications affected, these are recorded on the log template and the member of staff affected notified of these measures/protocols.

Additional information:

Not Applicable

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:

Head of centre to ensure that all centre staff are aware of the requirement to declare any interest.

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:

Not Applicable

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

No centre specific changes have taken place