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**Conflict of Interest Policy**

**Date written:** January 2024

**Written by:** Exams officer

**Date reviewed:** November 2024

**Date of next review:** November 2025

**Version:** 2

**This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.**

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

**Key Contacts**

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# Introduction

1. It is the responsibility of the head of centre to ensure that Cairn Education has a written conflicts of interest policy in place available for inspection.
2. This policy confirms that Cairn Education 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

1. Cairn Education 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 this policy

1. The purpose of this policy is to confirm how Cairn Education manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

# General Principles

1. A process is in place to review processes annually to ensure that all conflicts of interest or potential conflicts of interest are managed and resolved.
2. Ensure that anyone who has access to confidential assessment material for a qualification understands the confidential nature of the content.
3. Ensure that all members of staff declare any interest for friends, family or other ‘Related People’ sitting examinations.
4. Ensure that no member of staff is asked to assess, invigilate or internally verify the work of a student who is a family member, other relative or close friend.
5. Ensure that no member of staff uses their role within the college to compromise the security and confidentiality of all assessment documents including examination papers.
6. Ensure that no member of staff makes live assessment materials available to individuals, whether or not students of the school, when not specifically tasked with assessing them as part of a timetabled activity.
7. All centre staff to identify and manage any possible conflicts of interest.

# Declaration Process

1. Declaration forms are provided to all staff involved in the exam process. It is the responsibility of the exams officer to ensure that these are completed and filed accordingly.

# Managing conflicts of interest

1. A conflicts of interest log is maintained and reviewed by the head of centre.

# Roles and responsibilities

**The role of the head of centre**

1. Ensure conflicts of interest are managed according to the requirements (GR 5.3).
2. 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).
3. Ensure the records are available where they may be requested by a JCQ Centre Inspector and/or awarding body staff (GR 5.3).
4. 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).
5. 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.
6. 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.

**The role of the exams officer**

1. Ensure the process for collecting declarations of interest is undertaken.
2. 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).

1. 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).