

# Bedales Senior Conflicts of Interest Policy (Exams)

Implementation date: Autumn 2023  
Date/term of last review: - Autumn 2024

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Approval Body	Head of Bedales School
ISI Regulatory Paragraph Number	N/A
Next Review Period	Autumn 2025

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# Bedales Senior Conflicts of Interest Policy (Exams)

## Introduction

It is the responsibility of the Head of Centre to ensure that Bedales 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 stepfamily, 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 stepfamily, 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 Bedales School manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

## General principles

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

## Declaration process

- Staff are emailed asking for any declaration of interest and, where declaration of interest is declared, the member staff needs to complete a form and return it to the Exams Officer.
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## 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 of any specific conflicts of interest
- The agreed measures/protocols taken/put in place to mitigate any potential risk to the integrity of the qualifications affected are recorded on the log and the affected member of staff informed of these measures/protocols.

## Roles & Responsibilities

### The role of the Head of Centre is to ensure:

- Conflicts of interest are managed according to the requirements (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

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/Officer

- To ensure the process for collecting declarations of interest is undertaken.
- To 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 stepfamily, 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
- 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
- Maintain a register of staff who write, mark or who are involved in the examination process for external examination boards, where a conflict of interest may arise.

### Changes 2024/2025

Under heading Introduction reference to 'clear records' changed to internal records to reflect the change in GR 5.3j).

Formatting changes made to Roles and Responsibilities section.

Centre-specific changes

- none

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All School policies are available to staff and can be found here:

<https://bedalesschools.sharepoint.com/sites/bdd-wholeschoolpolicies>