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Review
Teaching, Learning
& Standards
Committee

Conflicts of Interest Policy (exams) 2023-2024

NOTRE DAME HIGH SCHOOL

**Part of St John the Baptist Catholic Multi Academy Trust
Company No: 7913261
Registered Office: Surrey Street, Norwich NR1 3PB**

THE SCHOOL MISSION STATEMENT

*I have come so that they may have life and have it to the full
(John 10:10)*

We are a joyous and inclusive Catholic school, inspired by the love of God and the teachings of Jesus, specifically faith, hope, forgiveness and peace.

Our community is committed to a rounded education that develops knowledgeable, morally informed and compassionate young leaders.



If you need this document in large print, audio, Braille, alternative format or in a different language please contact the Company Secretary on 01603 611431 and we will do our best to help.

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1. Introduction

As detailed in section 5.3z of the *General Regulations for Approved Centres*: published by the Joint Council of Qualifications (JCQ), there is the requirement for a conflicts of interest policy to be in place and available for inspection.

It is the responsibility of the head of centre to ensure that Notre Dame High School has a written conflicts of interest policy in place for inspection.

This policy confirms that Notre Dame High 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 centres 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 at either the centre itself or other centres; -
 - centre staff are taking qualifications at their own centre which do not include internally assessed components/units; and –
 - centre staff are taking qualifications at other centres. (GR 5.3)

In this policy, GR 5.3 relates to relevant section of the current JCQ publication *General Regulations for Approved Centres*. This policy is reviewed and updated annually on the publication of updated JCQ regulations.

2.Purpose of the policy

As a registered exam centre, Notre Dame High School is required to take all reasonable steps to ensure that any conflicts of interest in relation to the delivery and awarding of examinations/assessments are identified, recorded and managed effectively.

A conflict of interest occurs where any member of staff who has access to privileged information, or is responsible for making decisions about assessment outcomes, could, potentially, use that information, or their position, to give an unfair advantage to students with whom they have a relationship and who are entered for an examination/assessment at the centre or any other centre. A potential conflict of interest also occurs where a member of centre staff is entered for an examination/assessment.

The purpose of this policy is to confirm how Notre Dame High School manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

3.General principles

A process is in place to collect any declarations of interest, including those relating to relationships with students outside of school, from all centre staff to enable the centre to identify and manage any potential conflicts of interest.

4. Declaration process

An electronic form (Appendix 1) is used to collect Declarations of Interest, and this is published in the staff weekly bulletin at the start of the autumn term and again at the start of the spring term. A whole staff email is also sent then in January as a *'belt & braces'* This information is reviewed by the Deputy Headteacher with responsibility for exams and the Exams Manager.

5. Managing conflicts of interest

A log of conflicts of interest is maintained and any potential conflict declared by centre staff is centrally recorded on this. The relevant awarding body/bodies is/are informed (where required by the nature of the conflict) of specific conflicts of interest/centre staff declarations by the published deadline for entries for each examination series by identifying and following the individual awarding body's administrative process. 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.

6. Roles and responsibilities

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

- conflicts of interest are managed according to the requirements; (GR 5.3)
- 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)
- the records are available where they may be requested by a JCQ Centre Inspector and/or awarding body staff; (GR 5.3)
- 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)
- 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;
- 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; and
- 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)

The role of the Exams Manager is to:

- ensure that 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; and/or - 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 (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)

Appendix 1: Staff Declaration of Interests (Examinations) Template

Name of member of staff:

All staff

Please list the qualification/s that you wish to take at Notre Dame High School or another exam centre.

If yes, please provide details, including the qualifications being studied and exam boards.

Teaching staff

Please provide details if you are teaching and/or preparing members of your family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications that include internally assessed components or units during the coming academic year.

If yes, please provide details, including the qualifications being studied and exam boards.

Exams office staff

Please provide details if you have a member/members of your family (including stepfamily, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for exams at either Notre Dame High School or another school/exam centre?

If yes, please provide details, including the qualifications being studied and exam boards.

Declaration:

I understand that, by returning this declaration, I am confirming that the information above is complete and correct to the best of my knowledge and belief. I undertake to keep this declaration up to date while I hold any position that requires it, and to renew it each year.

Signature:.....

Date:.....

Appendix 2: Summary of mitigations for each type of conflict of interest

Conflict of Interest	Mitigations in place to mitigate any potential risk to the integrity of the qualifications affected
<p>(As a last resort where unable to find another centre)</p> <p>Member of centre staff is taking a qualification(s) at this centre which includes an internally assessed component/unit</p> <p>Conflict of interest declared to relevant awarding body before the published deadline for entries (for each affected examination series)</p>	<p>The member of centre staff is prevented from having access to confidential examination/assessment materials prior to exam(s)/assessment(s)</p> <p>The centre briefs other staff on maintaining the integrity and confidentiality of exam/assessment materials</p> <p>The member of centre staff is treated in the same way as any other candidate entered for that qualification, does not have access to examination materials and does not receive any preferential treatment</p>
<p>Member of centre staff is teaching and preparing a member of family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for a qualification(s) which includes an internally assessed component/unit ≤ Conflict of interest declared to relevant awarding body before the published deadline for entries (for each affected examination series)</p>	<p>Every effort is made to avoid situations where a candidate is assessed by a person who has a close personal relationship with the candidate</p> <p>The member of centre staff is not involved in marking assessment decisions for the affected candidate for any internally assessed component/unit</p> <p>The marked work of the affected candidate is submitted for moderation whether or not it is part of the moderation sample</p>
<p>Member of centre staff is a member of exams office staff and has a member of 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 at this centre or another centre</p>	<p>The member of exams office staff does not have any access to confidential examination materials (for example, question papers, pre-release materials, answer scripts, etc.) for the qualifications in question on the days of these exams</p> <p>On the days of exams in the qualifications in question, another person confirms and signs/dates that the exam packs remain sealed and have not been opened</p> <p>The member of exams office staff commits to not contacting their family member on the morning or afternoon of exams in the qualifications in question</p> <p>Fob access to the exam store ensures that unusual access to the exam office can be identified</p> <p>If the candidate is sitting the exams at this centre, another person is present for particular administrative arrangements relating to the candidate's exams/assessments</p>
<p>Member of staff is taking a qualification at this centre which does not include internally assessed components/units</p>	<p>The member of centre staff is prevented from having access to confidential examination materials prior to exam(s)</p> <p>The centre will brief other relevant centre staff on maintaining the integrity and confidentiality of examination materials</p> <p>The member of centre staff is treated in the same way as any other candidate entered for that qualification, does not have access to examination materials and does not receive any preferential treatment</p>
<p>Member of staff taking a qualification at another centre</p>	<p>The member of centre staff does not have access to confidential examination materials for the same awarding body qualification if this is delivered in the centre</p>