



The Hyndburn Academy

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Part of United Learning

Conflicts of Interest Policy (Exams) 2024/2025

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Centre name	The Hyndburn Academy
Centre number	47231
Date policy first created	03/12/2024
Current policy approved by	Phil Harter
Current policy reviewed by	Phil Harter
Date of review	30/09/2024
Date of next review	30/09/2025

Key staff involved in the policy

Role	Name
Head of centre	Miss N Palmer
Senior leader(s)	Miss N Clark Mr L Searle Mrs L Braysford Mrs J Richardson Mrs P Jackson Mr P Harter Mrs K Smith Mr D Boyden
Exams officer	Rebecca Taylor
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that conflicts of interest at The Hyndburn Academy are managed in accordance with current requirements and regulations.

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

Introduction

It is the responsibility of the head of centre to ensure that The Hyndburn Academy has a written conflicts of interest policy for inspection that must be reviewed and updated annually. This policy confirms that The Hyndburn 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 internal 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 Hyndburn 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 manage any potential conflicts of interest.

Declaration process

A hard copy declaration of interest form is sent to Head of Centre to be signed as early as possible in the academic year. Completed forms are then returned to the Exams Officer so that this can be presented upon inspection.

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 by the nature of the conflict) of specific conflicts of interest/centre staff declarations before 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.

Roles and responsibilities

The role of the head of centre is to ensure:

- conflicts of interest are managed according to the requirements in 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

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 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

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.

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

Upon review, no centre specific changes were to be made regarding this policy.