



EXAMINATIONS – CONFLICTS OF INTEREST POLICY

Centre 17632

This policy confirms that Merchant Taylors' School will manage 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 this 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.

We will:

- 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.
- Ensure the records are available where they may be requested by a JCQ Centre Inspector and/or awarding body staff.
- 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.
- 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.
- Where there is a conflict of interest with the Head of Examinations, they will remain in role but will relinquish the keys to the secure storage. They will have a member of the Exam Team with them when dealing with any confidential material and all admin tasks will be double checked by a colleague. Online access will not be revoked and can be monitored by the Head of Centre and/or the awarding bodies.
- 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.

All members of staff are emailed a link to an Office Form which must be completed by the end of September. All responses go automatically to a spreadsheet for analysis.

Once all responses have been received, we go through the log and decide which conflicts need to be kept on record and which must be declared to the awarding body/bodies. Where necessary, we note down the measures we have taken to mitigate any malpractice.

Head of Examinations

October 2024

To be reviewed October 2025