



**ANSFORD ACADEMY**

LEARNING TOGETHER TO LEAD OUR LIVES

## **Conflict of Interest Policy**

**Status:** **Required**

**Adopted:** **January 2025**

**Renewal period:** **Annually (to ensure compliance with current regulations)**

**Review Date:** **January 2026**

This policy should be read in conjunction with the following policies:

- Exams Policy

## Key staff involved in the conflict of interest process

<b>Role</b>	<b>Name(s)</b>
Head of centre	<b>Karl Musson</b>
Exams officer	<b>Jo Dyal</b>
SLT member(s)	<b>*Karl Musson*, Duncan Powell, Rebecca Comyns, Rob Mitchell, Frances Hirst, Thomas Cue, Rebecca Wood</b>

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## Introduction

It is the responsibility of the head of centre to ensure that Ansford Academy has a written conflicts of interest policy in place available for inspection. This policy confirms that Ansford 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 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](#))

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

## Purpose of the policy

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

[JCQ [General Regulations for approved centres](#) section 5.3]

## General principles

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

## Declaration process

A declaration of interest form is issued to all staff, with a request to complete by the end of October by the Exams Officer. Completed forms are automatically returned to the Exams Officer.

## Managing conflicts of interest

For internal recording purposes, a conflicts of interest log is maintained and any potential conflict declared by centre staff is centrally recorded on the log.

A further form (Conflict of Interest Declaration) is completed and signed by the Exams Officer, Senior Leadership Team member overseeing exams (if required) and the centre staff member. The Conflict of Interest Declaration

Hyperlinks provided in this document were correct as at January 2025

Form outlines the potential conflict along with the agreed measures/protocols taken/put in place to mitigate any potential risk to the integrity of the qualifications affected.

The relevant awarding body/bodies is/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 Conflict of Interest Declaration Form and the affected member of staff informed of these measures/protocols.

## Roles and responsibilities

### Head of centre ensures that;

- ▶ 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
- ▶ 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

### Exams officer

- ▶ ensure that centre staff are aware of the requirement to declare any interest, and ensure that declarations are recorded/logged as potential conflicts of interest.
- ▶ ensure 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
- ▶ 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
- ▶ 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