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|  Staffordshire University Academies Trust | | SUA Policy Document | | | |
| Approved by: | LAC | Issue date: | Sept 2024 | Review date: | Sept 2025 |
| Policy Owner: | Senior Leader - Exams | Page: | | | |
| Audience: | Trustees <input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Pupils <input checked="" type="checkbox"/> Local Academy Council <input checked="" type="checkbox"/> Parents <input checked="" type="checkbox"/> | | | | |



Conflicts of Interest Policy (Exams)

Staffordshire University Academy

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| Centre name | Staffordshire University Academy |
| Centre number | 30160 |
| Date policy first created | 15/12/2023 |
| Current policy approved by | LAC |
| Current policy reviewed by | LAC |
| Date of review | 09/09/2024 |

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| Date of next review | 02/09/2025 |
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Key staff involved in the policy

| Role | Name |
|-----------------------------|-----------------------------|
| Head of centre | Rowena Hillier |
| Senior leader(s) | Thomas Holdway/Lucy Hasting |
| Exams officer | Laura Page |
| Other staff (if applicable) | |

This policy is reviewed and updated annually to ensure that conflicts of interest at Staffordshire University 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 Staffordshire University Academy has a written conflicts of interest policy for inspection that must be reviewed and updated annually. This policy confirms that Staffordshire University 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

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- 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 Staffordshire University 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 Identify and manage and conflicts of interest.

Declaration process

A declaration of interest form is given to all centre staff on the first day of the academic year for all staff to sign and hand to C Simpson before the end of the working day.

Managing conflicts of interest


The conflict of interest is processed and kept on file. Any conflicts of interest of reported to the awarding body in line with the regulations and the nature of that conflict of interest before the exam entry is completed.

Additional information:

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

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- 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:

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.

Additional responsibilities:

Not applicable

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