



Conflict of Interest Policy

Ludlow Church of England School

Introduction

It is the responsibility of the Head of Centre to ensure that Ludlow CE 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 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. child) 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. child) 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 and processes

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

A process is in place to:

- collect any declarations of interest from all teaching, exams and support staff.
The Exams Officer will send out either a hard copy or a Microsoft Online Declarations of Interest Form (Appendix A) to all teaching, exams and support staff in the Autumn term prior to any exams taking place. A list will be kept to ensure all declarations of interest are returned and a date for completion is made clear.
- Identify staff who may have close contacts sitting exams at the Centre or at another Centre to ensure transparency and assess the risk of malpractice.
An email will be sent by the Exams Officer to all staff to declare any close contacts sitting exams at Ludlow CE school or any other centre. This will be logged on conflicts of interest log by the Exams Officer.
- Identify, manage and keep a record of any potential conflicts of interest according to requirements (GR5.3) by completing and maintaining a conflicts of interest log (Appendix B).
Any potential conflict declared by Centre staff is centrally recorded on the log by the Exams Officer. 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 detailed on the log and the affected member of staff informed of these measures/protocols and sign that they understand these. The conflict of interest log will be available by the Exams Officer when requested by a JCQ Centre Inspector or awarding body member of staff. The log will be 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 member of Centre staff sitting qualifications at the Centre do not compromise the integrity of the examination.
It is the Exams Officer's responsibility to ensure that all the 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. The member of Centre staff will be 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)

Signed: M Burton
Position: Headteacher

Date: November 24

Review date: November 25

APPENDIX A

DECLARATION OF INTEREST FORM 2024/25

To comply with the regulations, the centre is required to manage conflicts of interest and inform the relevant awarding body/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. child) 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. child) 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

To ensure compliance, you must declare (by ticking) any of the statements that apply to you and complete the required information in the white boxes.

Your name		Your job title(s)/role(s)	
Subject(s) you teach (if applicable to your role)			

Please tick any statement/statements that applies/apply to you and complete the required information (or will apply to you during the **2024/25** academic year)

- I am taking a qualification(s) at this centre which includes an internally assessed component/unit

Qualification(s) I am taking	Awarding body	Qualification type	Specification (Subject)
Steps I have taken to seek an alternative centre at which to take the qualification(s)			

- I am teaching and preparing a member of my 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

(Where more than one related person, please complete a separate form)

Name of related person (the candidate)			
Candidate number		Relationship to me	
Qualification(s) being taught and prepared for	Awarding body	Qualification type	Specification (Subject)

- I am a member of exams office staff and have a member of my family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. child) being entered for examinations and assessments at this centre or another centre

(Where more than one related person, please complete a separate form)

Name of related person (the candidate)			
Where the candidate is being entered		<input type="checkbox"/> This centre <input type="checkbox"/> Another entering centre (tick box as applies)	
Candidate number (if this centre)		Relationship to me	
Entering centre name (if not this centre)		Entering centre number (if known)	

- I am taking a qualification at this centre which does not include internally assessed components/units

- I am taking a qualification at another centre

Qualification(s) I am taking	Awarding body	Qualification type	Specification (Subject)	Exam series
Entering centre name			Entering centre number (if known)	

- I have none of the above statements to declare

Date declaration(s) made:

Signature to confirm declaration(s):

This completed form (including date and signature) must be returned to J Gittins by 8th Nov 24

The declaration(s) you have provided will be used to inform the relevant awarding body/bodies (where required) and to record details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected. You will be informed if/where any measures or protocols put in place directly affect you.

FOR HEAD OF CENTRE/EXAMS OFFICER USE ONLY

Date	Action
	Completed Declaration form received
	Declaration(s) recorded on Conflicts of Interest (COI) log
	Awarding body/bodies informed of specific COI (where applicable)
	Staff member informed of measures/protocols in place to manage the risk represented by the COI

APPENDIX C

Conflicts of Interest log 2024/25

Date recorded	Staff name & job title(s)/role(s)	Conflict of Interest (COI)	Measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected
			Protocols taken by Centre:
			Protocols taken by the Centre

We the UNDERSIGNED agree to the Protocols taken by the centre to avoid any conflict of interest as stated above. These protocols will be adhered to during all Internally Assessed work, Mock examinations, NEAs and External Exams.

COI declared to relevant awarding body by JG by March 3RD 2025