



# St. Gregory's Catholic High School

## Conflicts of Interest Policy

### **Monitoring**

The implementation of the policy will be monitored by the Examinations Manager, Assistant Headteacher Pupil Progress and Assessment.

### **Evaluation**

The policy was reviewed by the Examinations Manager and Senior Leadership Team on 15<sup>th</sup> February 2024 prior to the submission of the policy to Governors' Standards Committee for scrutiny and recommendation to the Full Governing Board for approval.

### **Policy Review Dates:**

**Date last approved by Full Governing Board:** 29<sup>th</sup> March 2023

**Date submitted to Governors' Committee:** 6<sup>th</sup> March 2024

**Date submitted to Full Governing Board:** 27<sup>th</sup> March 2024

**Review Frequency:** Annually

**Start date for policy review:** February 2025

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## **Purpose of the policy**

This policy confirms that St. Gregory's Catholic High School manages conflicts of interest by informing the awarding boards, 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

St. Gregory's Catholic High School also maintains clear records of all instances where:

- examinations 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

A process is in place to collect any declaration of interest from all centre staff to identify and manage any potential conflicts of interest. The Examinations Manager makes all staff aware of what constitutes a potential conflict of interest, and logs their declarations.

Where applicable, the log will record appropriate additional controls put in place to mitigate any potential risk to the integrity of the centre's assessments and to ensure fairness in the later reviews and appeals processes.

## **Roles and responsibilities**

### **The Head of Centre**

- Ensures that St. Gregory's Catholic High School has a written Conflicts of Interest Policy in place available for inspection

### **The Examinations Manager**

- Ensures conflicts of interest are managed according to the JCQ General Regulation 5.3
- Ensures 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
- Ensures the records are available where they may be requested by a JCQ Centre Inspector and/or awarding board staff
- Ensures 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
- Ensures 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
- Ensures 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
- Ensures 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