

# **Conflicts of Interest Policy (Exams)**

Syon Manor College

## Conflicts of Interest Policy (Exams)

Centre name	Syon Manor College
Centre number	13171
Date policy first created	24/09/2024
Current policy approved by	Mateusz Szlezak
Current policy reviewed by	Mateusz Szlezak
Date of review	12/09/2025
Date of next review	11/09/2026

## Key staff involved in the policy

Role	Name
Head of centre	Matthew Ayling
Senior leader(s)	Mateusz Szlezak, Matthew Ayling , Ciaran McKeever
Exams officer	Shaz Raja
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that conflicts of interest at Syon Manor College 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 Syon Manor College has a written conflicts of interest policy for inspection that must be reviewed and updated annually. This policy confirms that Syon Manor College:

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
- 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 Syon Manor College 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 any potential conflicts of interest.

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## Declaration process

The Exams Officer will send a Declaration of Personal Interest form to all centre staff involved in the process who are found to have a conflict.

Staff will be required to confirm their understanding of what a personal interest in a candidate relates to (where applicable) declare no personal interest in any candidate

(where applicable) declare a personal interest in a candidate and identify their role(s) in the arrangements confirm awareness of the need to maintain the confidentiality of the grades and endorsements determined by the centre return the completed declaration to the Exams Officer

## Managing conflicts of interest

A conflict of interest log is maintained, and any potential conflict declared by centre staff is centrally recorded on the log.

The relevant awarding bodies 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 to mitigate any potential risk to the integrity of the qualifications affected are recorded on the log, and the affected staff member is informed of these measures/protocols.

#### **Additional information:**

All records are subject to inspection by the JCQ/awarding body on request and will be kept for a minimum of one year after results have been issued for the relevant exam series.

## **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
- 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:

# 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

N/A