



Conflicts of Interests Policy 23- 24

EOTAS Swindon

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Centre name	EOTAS Swindon
Centre number	66542
Date policy first created	04/03/2024
Current policy approved by	Juliette Baldwin
Current policy reviewed by	Juliette Baldwin
Date of next review	01/03/2025

Key staff involved in the policy

Role	Name
Head of centre	Juliette Baldwin
Senior leader(s)	Kate Hooper Julie Norris Eleanor Hatchett
Exams officer	Michelle Jennings
Other staff (if applicable)	Rob Hogan Head of Year 11

This policy is reviewed and updated annually to ensure that conflicts of interest at EOTAS Swindon are managed in accordance with current requirements and regulations.

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

Introduction

It is the responsibility of the head of centre to ensure that EOTAS Swindon has a written conflicts of interest policy in place available for inspection. This policy confirms that EOTAS Swindon:

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)

Purpose of the policy

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

General principles

A process is in place to Staff to make a declaration if there is a conflict of interest from All centre staff to Identify and manage any conflicts of interest.

Declaration process

Declaration of conflict of interest to be sent to HOC either in writing or by email no later than end of term one of a new academic year (before October half term)

Managing conflicts of interest

The Head of centre will hold any conflict of interests for the current academic year and inform exams boards as needed

Additional information:

N/A

Roles and responsibilities

The role of the head of centre

- Ensure conflicts of interest are managed according to the requirements (GR 5.3)
- Ensure 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 (GR 5.3)
- Ensure the records are available where they may be requested by a JCQ Centre Inspector and/or awarding

body staff (GR 5.3)

- Ensure 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 (GR 5.3).
- Ensure 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
- Ensure 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
- Ensure 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 (GR 5.3)

Additional responsibilities:

Centre staff are aware that it is their responsibility to notify the Head of Centre of any conflicts of interest and if not sure to have a conversation with the Head to ascertain what action is needed

The role of the exams office/officer

- 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 (GR 5.3)
- 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 (GR 5.3)

Additional responsibilities:

N/A

Changes 2023/2024

Reference added to the requirement for a conflicts of interest policy to be in place available for inspection (as detailed in JCQ's **General Regulations for Approved Centres**, section 5.3z).

Centre-specific changes

no changes for 2023-2024