



Title:	Conflict of Interest Policy
Policy Coordinator:	PK Maselino
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Chair of Management Committee: Seeta Mevani
Head Teacher: PK Maselino

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

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

A process is in place to collect any conflict of interest information for the current academic year from all centre staff to identify and manage any conflicts of interest in relation to exams.

Procedure for planning and managing conflict of interests

A declaration of conflict interest form is sent to all centre staff in advance of any formal examinations taking place in the centre. Completed forms must be returned to the exams officer prior to the examinations starting. These are all kept on file throughout the series. The purpose of this policy is to confirm how The Helix Education Centre manages conflicts of interest under normal delivery arrangements in accordance with the regulations. There is a conflict of interest log; any potential conflicts declared are recorded on this log (appendix 1). The relevant awarding bodies are informed (where required) of specific conflicts of interest before the published deadlines for entries for the exam series' by identifying and following the individual awarding bodies process. The agreed measures/protocols taken/put in place to mitigate any potential risk to the integrity of the qualifications affected are recorded on the log and the affected member of staff informed of these measures/protocols.

Responsibilities

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)

Senior Leaders

- Ensure that centre staff are aware of the requirement to declare any interest - Ensure that declarations are recorded/logged as potential conflicts of interest

Exams 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. 6 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)

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