

CONFLICT OF INTEREST (2022-2023)

With reference to JCQ General Regulations 2022-2023, paragraph 5.3i) – Conflicts of Interest, all pertinent information will be gathered and passed to the relevant Awarding Bodies prior to the entry deadline for each examination series. In this document ‘relative’ is defined as any ‘related person’ as defined by JCQ. An email will be sent to all staff members at least annually requiring them to respond with details of any Conflict of Interest. All NIL returns are saved, and all returns containing information are logged in the Exam Board Declaration record.

The steps that will then be taken to ensure that the Centre complies with this regulatory condition are as follows:

1. The Head of Centre will only have access to the secure storage facility in an emergency, with consent of the Examinations Officer required to gain the necessary access information
2. The Examinations Officer will retain access to the secure storage facility, but will not be allowed to check and sign at the start of the exam session any papers which are to be sat by a relative at the Centre. This function will be carried out by the Examinations Assistant and a member of SLT, and any breach of security will be reported immediately to the Head of Centre. Spot checks will be carried out by the Examinations Assistant and a member of SLT throughout the year to validate the integrity of stored papers.
3. No invigilator shall be the sole invigilator in a room where a relative is sitting an examination. Where possible invigilators will always be deployed in rooms where no relation is sitting an examination
4. Teaching staff will never be the teacher responsible for the marking or submission of assessment marks to the Awarding Bodies for any centre assessed unit that is being sat by a relative
5. Full records of Centre staff sitting exams either within the Centre or at another Centre will be kept and Awarding Bodies informed as necessary

Exam Manager Signature		05/06/23
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