



**Roding Valley**  
HIGH SCHOOL

# **Qualifications and Staff Conflict of Interest Procedure 2021-2022**

**This Is Reviewed Annually To Ensure Compliance  
with Current Regulations**

**Reviewed: September 2021**



**Purpose:**

The conflict of interest process is designed to protect the integrity of the exams system, and also helps to ensure that staff members at schools and colleges are protected if there is an allegation of malpractice due to a perceived, or real, personal interest.

The JCQ regulations on conflict of interest can be found on page 9, section 5.3 (i) which you should read in addition to this guidance.

**Process:**

At the start of the academic year, the exams officer (EO) will make contact with all staff (including invigilators) to declare any conflicts of interest and then inform the awarding body before the deadline for entries. This will include:

- Any staff who are taking qualifications at the centre which include internally assessed components
- 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

Clear records will be kept of all instances where:

- exams related staff who 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;
- staff are taking qualifications at their centre which do not include internally assessed components/units;
- centre staff are taking qualifications at other centres

Entering members of staff for qualifications at Roding Valley should be a last resort, when the individual has been unable to find an alternative. In this case the head teacher will ensure that:

- the usual protocols are in place to prevent the staff member from accessing exam materials prior to the exam, and that other staff understand the importance of maintaining the integrity and confidentiality of the exam materials
- the member of staff does not receive any preferential treatment.

**Key Staff**

<b>Exams Officer:</b>	Rex Hall
<b>Deputy Head Teacher (Curriculum)</b>	Rob Mammen
<b>Head of Centre:</b>	Sharon Jenner