

## Fullbrook Conflicts of Interest Policy 2023-2024

The Centre will at all times adhere to JCQ and awarding body guidance for the monitoring and reporting of conflicts of interest.

### **Purpose of the policy**

The purpose of this document is to explain the process that Fullbrook takes regarding identifying, recording and informing the awarding bodies of conflicts of interest before the published deadline for entries for each examination series.

The Centre will inform the awarding bodies of:

1. Any members of Centre staff who are taking qualifications at their own Centre which include internally assessed components/units
2. 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:

3. 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 (eg son/daughter) being entered for examinations and assessments either at the Centre itself or other Centres
4. Centre staff are taking qualifications at their centre which do not include internally assessed components/units
5. Centre staff taking qualifications at other Centres
6. Centre staff who are contracted by an awarding body to create and produce questions papers, therefore having sight of live assessment materials
7. Invigilators who have members of their family or close friends/other close relationships being entered for examinations at the Centre
8. Head of Centre who has members of their family being entered for examinations at the Centre.

The Examinations Officer will collect and records all conflicts of interest that meet the above outlined criteria on behalf of the Head of Centre, and;

- report to the awarding bodies any Centre staff identified in points 1 and 2
- mitigate for and maintain clear records of Centre staff identified in points 3, 4, 5, 6, 7 and 8 which will be held for inspection purposes.
- All records will be 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

The Examinations Officer will inform the Head of Centre of all Conflicts of Interest.

Where Centre staff are identified in point 2, the following mitigating controls will be in place:

- They will not be present in the room/venues where a non-examination assessment is taking place
- They will not have any involvement in the marking/moderation of the non-examination assessment. Other subject Centre staff will be required to undertake this with the HoF seeking verification and approval from the senior leadership team to ensure the marking/moderation is in line with published guidance. Where there is no other member of staff available at Fullbrook

to undertake the marking/moderation, the HoF an SLT will seek support from members of staff within the Trust.

- They will not have any involvement in the uploading and submitting of internally assessed marks to the awarding bodies. This will be completed by the HoF, or where it is the HoF who has a conflict, this will be undertaken by the Examinations Officer.

Where the Exams Officer or Exams Assistant, who have access to the secure storage facility, have members of their family (or other close relationships) being entered for examinations and assessments, it is not possible/practical for them to be excluded from the day to day processing of exams. The following mitigating controls will be in place:

- They will not be left unattended in the secure storage facility at any point where the exam papers are being prepared for examinations that are being taken by their conflict of interest
- They will not be left unattended in the secure storage facility at any time where the exam scripts are being checked / packaged for dispatch to the awarding bodies for examinations that have been taken by their conflict of interest
- Due to the nature of their role at the Centre they cannot avoid entering an examination venue where members of their family (or other close relationships) are taking an examination. The invigilator must complete an Incident Log recording the time they entered the venue, the reason for entering and the time they left. They will not have any direct contact with their conflict of interest.

Where Invigilators who have members of their family (or other close relationships) being entered for examinations the following mitigating controls will be in place:

- Examination venues: they will not be the sole invigilator; they will not be left unattended with the exams papers at any point; another invigilator(s) will be always be present when setting up, clearing down and returning exam scripts to the secure storage facility
- Where invigilating in the same examination venue as their conflict of interest is taking an exam, they will not have direct contact with their conflict and will be assigned to invigilation duties away from the vicinity of that exam desk.

Where the Head of Centre has members of their family (or other close relationships) being entered for examinations the following mitigating controls will be in place:

- They must not enter the examination venue where their conflict of interest is taking examinations
- If, in their role as Head of Centre, there is a need for the Head of Centre to enter an examination venue they will always be accompanied by the Examinations Officer or the Exams Assistant
- If the Head of Centre enters an examination venue where their conflict of interest is taking examinations, the invigilator must complete an Incident Log recording the time they entered, the reason for entering and the time they left