



CONFLICTS OF INTEREST POLICY Centre 17632

This policy confirms that Merchant Taylors' School will manage 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 this 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

We will:

- 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
- ensure the records are available where they may be requested by a JCQ Centre Inspector and/or awarding body staff
- 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
- 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

All members of staff are emailed a link to an Office Form which must be completed by the end of September. All responses go automatically to a spreadsheet for analysis. Once all responses have been received, we go through the log and decide which conflicts need to be kept on record and which must be declared to the awarding body/bodies. Where necessary, we note down the measures we have taken to mitigate any malpractice.

Head of Examinations
October 2023
To be reviewed October 2024