

Conflict of Interest Policy

Policy Control Page

Responsible Person	Sylvan Dewing - Head of Centre
Approved By	Education Leadership Team (ELT)
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Policy Applicable to	Education
Status	Approved

Date	Version	Person	Change / Action
08/11/2024	V1	Megan Pease	Review and update policy to meet JCQ requirements

Purpose of the policy

This policy details how Exeter Royal Academy for Deaf Education (The Academy) in relation to exams management and administration, ensures compliance with the regulations as set out by JCQ.

The purpose of this policy is to confirm how Exeter Royal Academy for Deaf Education manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

General principles

A process is in place to collect any declarations of interest from any centre staff involved in the assessment process and identify and manage any potential conflicts of interest. For example, 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). Where this cannot be avoided, the centre must declare the possible conflict of interest to the relevant awarding body and submit the marked work for moderation whether or not it is part of the moderation sample.

Declaration process

An electronic declaration of interest form is sent to members of ELT to confirm that their teaching staff and any staff involved in the examination process declare any conflicts of interest at the start of the academic year.

Managing conflicts of interest

For internal recording purposes, a conflict of interest log is maintained and any potential conflict declared by centre staff is centrally recorded on the log. The relevant awarding body is informed of specific conflicts of interest/centre staff declarations before the published deadline for entries for each examination series by identifying and following the individual awarding body's administrative process.

The role of the exams office/officer

To ensure the process for collecting declarations of interest is undertaken and to identify and follow the awarding body's administrative process for submitting details of members of staff who have conflicts of interest.

To 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. son/daughter) for qualifications which include internally assessed components/units
- To 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.

Staff Declaration of Interests (Examinations) Template

Name of member of staff:

Are you taking any qualifications, or planning to take any qualifications at The Academy or another school/ exam centre during the coming academic year?

Yes

No

If yes, please provide details of the qualification(s) and confirm the exam centre being used:

Are you teaching and/or preparing members of your family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications that include internally assessed components or units during the coming academic year?

Yes

No

If yes, please provide details of the qualification(s) and confirm the exam centre being used:

Are you a member of exams office staff and have a member/members of your family (including stepfamily, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for exams at either The Academy or another school/exam centre?

Yes

No

If yes, please provide details, including the qualifications being studied and exam boards:

Declaration: I understand that, by returning this declaration, I am confirming that the information above is complete and correct to the best of my knowledge and belief. I undertake to keep this declaration up to date while I hold any position that requires it, and to renew it each year.

Signature: Date: