



Conflicts of Interest Policy (Exams)

Policy/Procedure creator: Charlotte Rheams

Policy/Procedure created/reviewed: 09/01/2023

Centre Name	LAMP Learning Ltd
Centre Number	31114
Date policy first created	01/10/2022
Current policy reviewed by	Pip Burley
Current policy approved by	Pip Burley
Date of next review	01/10/2023

Key staff involved in the policy

Head of centre	Timothy Ellis
Senior leader(s)	Pip Burley, Florence Ellis
Exams officer	Charlotte Rheams
Other staff (if applicable)	Fran Cox, Jenna Watt

This policy is reviewed and updated annually to ensure that conflicts of interest at LAMP Learning Ltd are managed in accordance with current requirements and regulations.

Reference in the policy to **GR** relates to relevant sections of the current JCQ publication **General Regulations for Approved Centres**.

Introduction

It is the responsibility of the head of centre to ensure that LAMP Learning Ltd:

- Manages 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 their own 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 **and**

maintains clear records of **all instances** where:

- 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 (e.g. son/daughter) being entered for examinations and assessments either at the centre itself or other centres
- centre staff are taking qualifications at their own centre which do not include internally assessed components/units
- centre staff are taking qualifications at other centres (GR 5.3)

Purpose of the policy

The purpose of this policy is to confirm how LAMP Learning Ltd manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

General principles

A process is in place to Collect declaration of interest forms annually from staff. Declarations are stored electronically from All teaching staff to To identify any current or upcoming potential conflicts of interests with teaching staff.

Declaration process

Staff are provided with a paper declaration form at the start of the Autumn Term which is completed and returned to the exams officer. This is then scanned and electronically filed.

Managing conflicts of interest

A log of conflicts is generated by the exams officer. Guidance from the affected Awarding body is sought and their procedure followed to ensure continual compliance.

Additional information:

Not applicable

Roles and responsibilities

The role of the head of centre

- Ensure conflicts of interest are managed according to the requirements (GR 5.3)
- 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 (GR 5.3)

- Ensure the records are available where they may be requested by a JCQ Centre Inspector and/or awarding body staff (GR 5.3)
- 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 (GR 5.3)
- 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 (GR 5.3)

Additional responsibilities:

Not applicable

The role of the exams office/officer

- Ensure the process for collecting declarations of interest is undertaken
- 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 (GR 5.3)
- 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 (GR 5.3)

Additional responsibilities:

Not applicable

CHANGES 2022/2023

No changes applicable

CENTRE-SPECIFIC CHANGES

Not applicable