

Fairfield High School Examinations Conflict of Interest Policy



FAIRFIELD
HIGH SCHOOL

Approved by:	Board of Directors	March 2025
Signed by:	Chair of Directors	March 2025
Written by:	Jayne Conway, Deputy Head Trevor Kerr, Exams Officer	March 2025

Purpose of the policy

The purpose of this policy is to confirm how Fairfield High School manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

Roles and responsibilities

The role of the head of centre is to ensure:

- conflicts of interest are managed according to the JCQ
- internal 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
- the records are available where they may be requested by a JCQ Centre Inspector and/or awarding body staff
- 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
- 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
- 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
- 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

Additional responsibilities:

The exams officer will

- When identified 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

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.