



KING WILLIAM'S COLLEGE

---

# **King William's College**

## **Conflict of Interest Policy (Exams)**

Last reviewed: 10/24

Next review: 10/25

Mike Roberts (Deputy Head Academic)

Karen Brew (Exams Officer)

# **KING WILLIAM'S COLLEGE**

## **CONFLICT OF INTEREST POLICY (EXAMS)**

This policy is reviewed and updated annually to ensure that conflicts of interest at King William's College 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. CIE is the Cambridge International Examinations awarding body.

### **Introduction**

King William's College 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
- For CIE exams –centre staff, including the Head of Centre, or anyone associated with the centre who are:
  - taking a Cambridge assessment themselves or
  - involved in administering an exam that is being taken by a person they have an interest in or have an interest in a person taking a Cambridge assessment at their own or another centre. This could be a close relative, a spouse or partner, children or step-children, grandchildren, cousins, nieces/nephews, a close friend or a colleague.

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)

### **Roles and responsibilities**

#### **Head of Centre**

- Ensure that King William's College has a written conflicts of interest policy in place available for inspection.

- 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)

- The Head of Centre will also adhere to any additional requirements of CIE as detailed in the Cambridge Handbook and associated UK Supplement for the current year

## **Exams Officer**

- Ensures 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)
- The same process is followed for other external examinations including University Admissions Tests and CIE examinations

## **Declaration process**

This process is in place to collect data on any conflicts of interest. from all centre staff to identify and manage any potential conflicts of interest.

- An electronic copy of the declaration of interest form in Appendix A is sent to all centre staff in September by the Exams Officer on behalf of the Head of Centre
- Completed forms must be returned to the Exams Officer before the deadlines for entries in the November series and prior to any external examinations taking place in that academic year
- The Exams Officer will collect details from those members of staff who have made declarations of interest and notify the Head of Centre.
- The Exams Officer will remind centre staff, before the deadlines for entries in the June Exam Series, to send an updated form should a change in their circumstances warrant this.

## **Managing conflicts of interest**

- A conflicts of interest log is maintained by the Exams Officer and any potential conflict declared by centre staff is centrally recorded on the log.
- The relevant awarding bodies are informed (where required by the nature of the conflict) of specific conflicts of interest and 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 agreed measures put in place to mitigate any potential risk to the integrity of the qualifications affected are recorded on the log and the affected member of staff informed of these measures/protocols.

## Appendix A – Electronic

### King William's College Declaration of Interests Form 2023/24

To comply with exam regulations, the College is required to manage conflicts of interest and inform the relevant awarding bodies of these before the published deadline for entries for each examination series. Please complete the form to declare any interests you may have by 14 October. If your circumstances change after you have submitted the form, please notify the Exams Officer.

If you answer Yes to any questions the Exams Officer will contact you for further details.

-

\* This form will record your name, please fill your name.

1. Job Title(s) - if you are a teacher please also list all the subjects that you teach.

2. I am taking a qualification at King William's College which includes an internally assessed component or unit.

No

Yes

3. I am taking a qualification at King William's College which does NOT include any internally assessed components or units.

No

Yes

4. I am taking a qualification at another centre.

No

Yes

5. I am teaching and preparing a member of my family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for a qualification which includes an internally assessed component.

No

Yes

6. I have an interest in a person (this includes a close relative, a spouse or partner, children or step-children, grandchildren, cousins, nieces/nephews, a close friend or a colleague step-family, foster family and similar close relationships) taking a Cambridge International IGCSE examination at King William's College OR at another centre.

No

Yes

7. I am a member of exams office staff and have a member of my 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 at this centre or another centre.

No

Yes