



Conflicts of Interest Policy

Marine Academy Plymouth

Conflicts of Interest Policy

Centre Name	Marine Academy Plymouth
Centre Number	54521
Date policy first created	29/10/2023
Current policy approved by	Jordan Cole
Current policy reviewed by	Jordan Cole
Date of next review	01/10/2024

Key staff involved in the policy

Role	Name
Head of Centre	Leigh Withers
Senior leader(s)	Jordan Cole
Exams officer	Layla Hanks
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that conflicts of interest at Marine Academy Plymouth 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 Marine Academy Plymouth has a written conflicts of interest policy in place available for inspection. This policy confirms that Marine Academy Plymouth:

- 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 Marine Academy Plymouth manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

General principles

A process is in place to Collect any declaration of conflict of interest from all centre staff, teaching or otherwise. to identify and manage any potential conflicts of interest to preserve the integrity of examinations.

Declaration process

A hard copy of the declaration of interest form is sent to any centre staff in September. Completed forms must be signed by the staff member and line manager and be being returned to Layla Hanks, Exams officer, by October.

Managing conflicts of interest

A conflicts of interest log is maintained 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/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 or protocols taken or 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 or protocols.

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:

- Ensure that centre staff are aware of the requirement to declare any interest
- Ensure that declarations are recorded/logged as potential conflicts of interest

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 2023/2024

Reference added to the requirement for a conflicts of interest policy to be in place available for inspection (as detailed in JCQ's General Regulations for Approved Centres, section 5.3z).

Centre-specific changes

Upon review in September 2023, no centre-specific updates or changes were applicable to this document