

Conflicts of Interest Policy (Exams)

Cambridge Steiner School

Conflicts of Interest Policy (Exams)

Centre name	Cambridge Steiner School
Centre number	22243
Date policy first created	27/03/2025
Current policy approved by	Tina Hobday
Current policy reviewed by	Libby Merritt
Date of review	27/03/2025
Date of next review	27/03/2026

Key staff involved in the policy

Role	Name
Head of centre	Tina Hobday
Senior leader(s)	Tina Hobday Charlotte Burdett
Exams officer	Libby Merritt
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that conflicts of interest at Cambridge Steiner School are managed in accordance with current requirements and regulations.

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

Introduction

It is the responsibility of the head of centre to ensure that Cambridge Steiner School has a written conflicts of interest policy for inspection that must be reviewed and updated annually. This policy confirms that Cambridge Steiner School:

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 internal 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 Cambridge Steiner School manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

General principles

A process is in place to

identify conflicts of interest

from

amongst all centre staff

to

identify and manage any potential conflicts of interest.

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Declaration process

Waldorf Cambridge is a small community: many members of centre staff are parents and friends of students. Exam staff will work with centre staff involved in invigilation and delivery of examinations to identify and manage potential conflicts of interest.

Managing conflicts of interest

Conflicts of interest will be managed in the first instance by not involving staff members with conflicts of interest in the examinations process. Where this is impossible, the conflict of interest will be recorded and reported to awarding bodies before the start of the relevant examination series.

Additional information:

Not applicable.

Roles and responsibilities

The role of the head of centre is to ensure:

- conflicts of interest are managed according to the requirements in GR 5.3
- 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:

- that staff are aware of the need to report conflicts of interest.
- that a log of conflicts is kept accurately and up to date.

The role of the exams office/officer

To ensure the process for collecting declarations of interest is undertaken.

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.

Additional responsibilities:

Not applicable.

Changes 2024/2025

Under heading **Introduction** reference to 'clear records' changed to **internal records** to reflect the change in GR 5.3j).

Formatting changes made to **Roles and Responsibilities** section.

Centre-specific changes