



ASHTON SIXTH FORM COLLEGE PUBLIC EXAMINATION PROCEDURES

CONFLICTS OF INTEREST POLICY

Ashton Sixth Form College is committed to managing any potential conflicts of interest, in accordance with both JCQ regulations, and any specific exam board regulations for qualifications not covered by JCQ.

The definition of 'family' throughout includes step-family, foster family and similar close relationships.

The following steps will be taken:

- Before the end of the autumn term, an email will be sent to all staff (teaching and support) requesting the following information:
 - i. Any members of staff who are teaching and preparing members of their family or close friends and their immediate family for qualifications which include internally assessed components.
 - ii. Any members of staff who work in a department where members of their family or close friends and their immediate family are being prepared for qualifications which include internally assessed components, even if they have no direct involvement with the delivery of the component.
 - iii. Any members of staff who are taking qualifications at ASFC which include internally assessed components
 - iv. Any members of exams office staff / IT staff who have members of their family being entered for examinations and assessments at ASFC or other centres.
 - v. Any members of staff who are taking qualifications at ASFC which do not include internally assessed components
 - vi. Any members of staff who are taking qualifications at another centre.
- The onus is on each member of staff to make the appropriate declaration when asked, and failure to report a potential conflict of interest as defined above may mean that the member of staff is subject to a malpractice investigation.
- Members of staff will then be asked to sign the appropriate ASFC conflict of interest form which includes details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected.
- The signed forms will be kept on record in the examinations office until the deadline for reviews of marking has passed or any appeal has been concluded.
- For category i, ii and iii conflicts, a report will be made to each examination board and the appropriate action taken as requested by them.
- Staff in all categories will be subject to a malpractice investigation if they fail to abide by the measures agreed to.