

WJEC Centre Staff Conflicts of Interest Guidance

This guidance relates to the requirements set out under 5.3(j) of the JCQ General Regulations



Conflict of Interest		Action Required		
Staff	Scenario	Record	Declare	
All Centre Staff	Any centre staff who are taking qualifications at their own centre which include internally assessed components or units.	✓	✓	Heads of centre should note that entering members of centre staff for qualifications at their own centre must be as a last resort in cases where the member of centre staff is unable to find another centre.
	Any centre staff taking qualifications at their centre which do not include internally assessed components/units	✓	✗	The head of centre is responsible for ensuring 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.
	Any centre staff who are taking qualifications at another centre.	✓	✗	The head of centre must 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.
Teaching Staff	Any members of centre staff who are teaching and preparing related persons for qualifications which include internally assessed components/units.	✓	✓	Related Persons: Family members (includes step-family, foster family and similar close relationships); Close friends; Close friends' immediate family (e.g. son/daughter).
Head of Centre	Head of Centre has related persons entered for examinations and assessments at the centre itself.	✓	✗	
	Head of Centre has related persons entered for examinations and assessments at another centre.	✓	✗	
Exam Office Staff	Exams office staff have related persons being entered for examinations and assessments at the centre itself.	✓	✗	
	Exams office staff have related persons being entered for examinations and assessments at another centre..	✓	✗	
		↙	↘	
Centre Conflict of Interest Internal Records		Declare Centre Staff Conflict of Interest to WJEC		
<p>Content Include details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected.</p> <p>Purpose The records may be inspected by a JCQ Centre Inspector and/or awarding body staff. They might be requested in the event of concerns being reported to an awarding body.</p> <p>Retention Retain records until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.</p>		<p>Use the electronic form to submit a declaration:</p> <ol style="list-style-type: none"> 1. Log on to the WJEC Portal. 2. Under "Centre Administration", choose "Centre Staff Conflict of Interest Declaration Form". 		