Conflicts of interest

Conflicts of interest

It is the responsibility of the head of centre to manage conflicts of interest by:

- **Informing awarding bodies where required**

- **Maintaining internal records**

See JCQ *General Regulations for Approved Centres*, section 5.3j

Conflicts of interest – FAQ

My son/daughter is taking exams at my centre/at another centre

What measures should I take to manage a conflict of interest?

Conflicts of interest

Areas to consider include:

NEA/coursework	Confidential materials	Exam days
Access arrangements	Late arrivals	Packing and despatching scripts
Special consideration	Malpractice	Results and post-results services

Word processors in exams

Word processors in exams
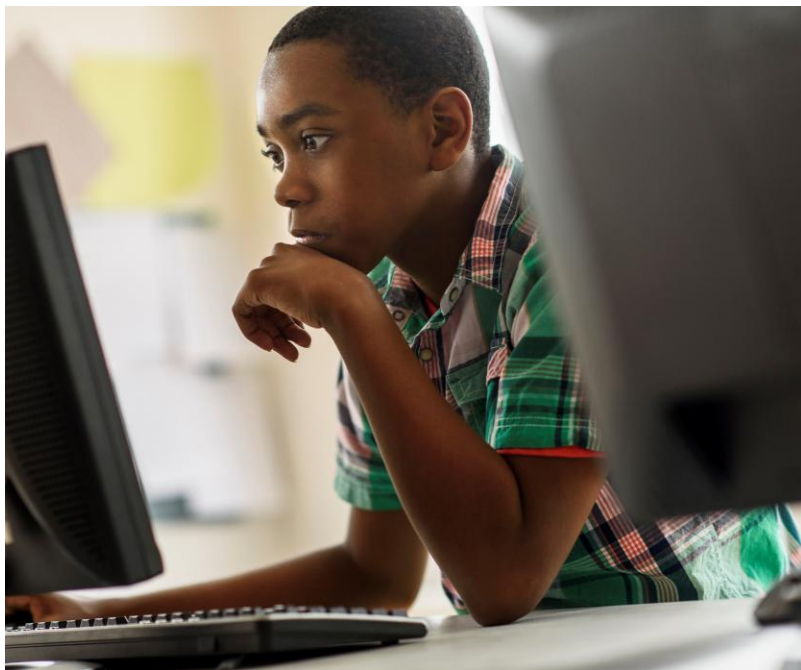
Centres are allowed to provide a word processor with the spelling and grammar check facility/predictive text switched off where it is the **candidate's normal way of working** within the centre

- The regulations on the use of word processors in exams are provided in JCQ *Instructions for conducting examinations,* chapter 14 (14.20 – 14.27)

- See also JCQ *Access Arrangements and Reasonable Adjustments*, section 5.8

Word processors in exams – FAQ

A growing number of students are using a word processor in exams

What should we consider when managing this arrangement?

Word processors in exams

Areas to consider include:

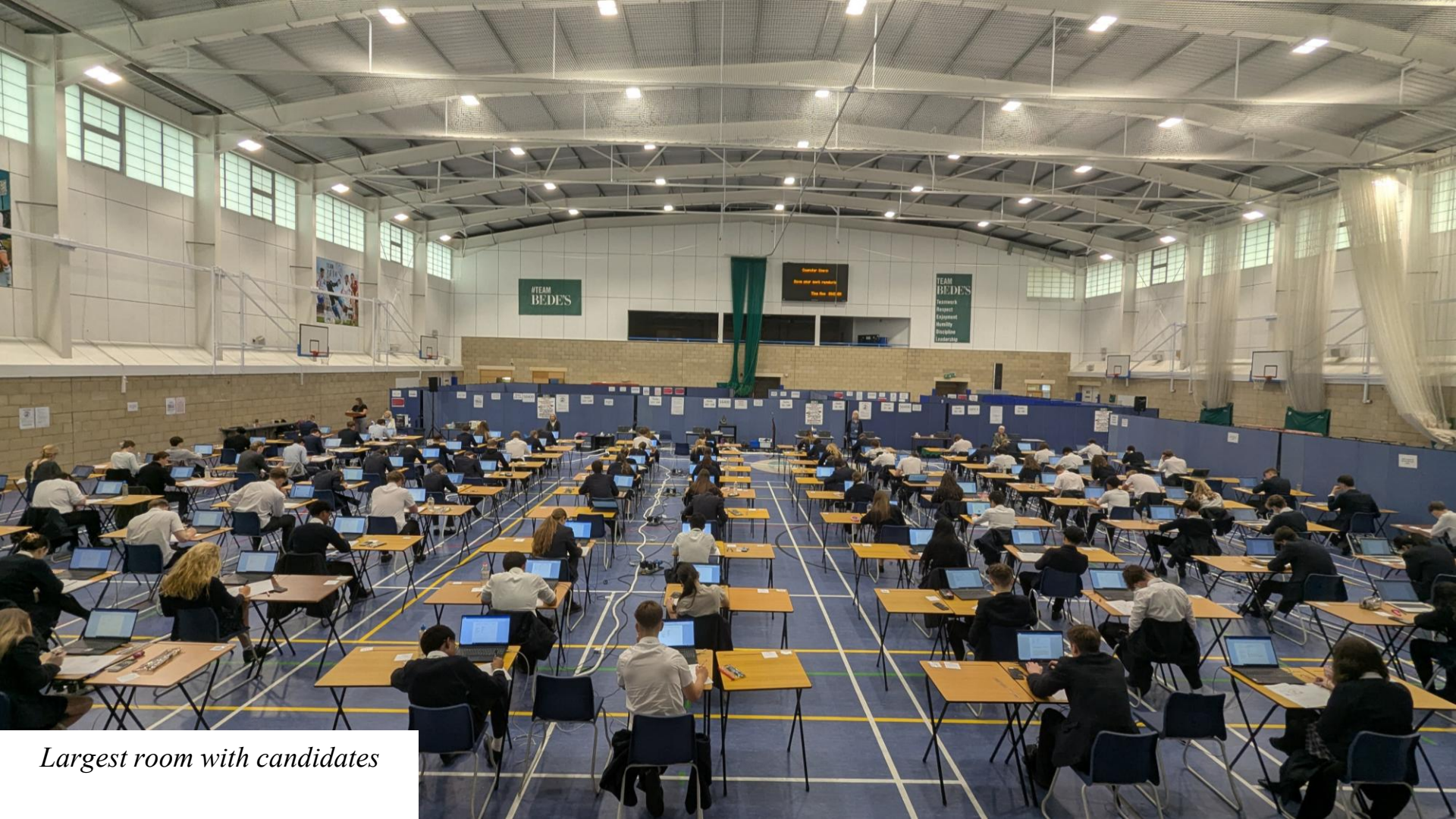|		
Hardware (e.g. laptop, tablet)	Rooming/seating	Power supply/battery
IT support	Invigilation	Candidates saving work
Printing scripts	Malpractice	Contingency arrangements

Entire hall

Small group with booths

Largest room with 110 laptops

Largest room with candidates

Access to Scripts

Access to Scripts

Copies of candidates' scripts are made available to support:

- **Reviews of marking**

- **Teaching and learning**

See *JCQ Post-Results Services*, section 3 and awarding body guidance

Access to Scripts – FAQ

Where original marked scripts are available on demand and free of charge, we receive a high volume of requests from students and teachers

How do other exams officers manage the access to scripts process?

Access to Scripts

Areas to consider include:

Candidate consent

Teacher access

Awarding body deadlines

Centre policy

Sending scripts to students

Charging students

Access to Scripts – ask the audience

How do you make scripts available to students?

a. Electronically (e.g. email)

b. Hard copy

Access to Scripts – ask the audience

Do you charge an admin fee to students who request scripts?

a.   Yes

b.   No

Access to Scripts – ask the audience

Only users with the My Cambridge 'Exams Officer' role can access and download candidate scripts from OCR's Access to Scripts service

Would you like your teachers to be able to access scripts from the service?

a. Yes

b. Yes – but only if I control access

c. No

d. Not sure

Access to Scripts – ask the audience

Would you like students to be able to download their own scripts from an awarding body secure system?

a.   Yes

b.   No

c.   Not sure

Thank you for attending our session – we hope you found it useful

If you have further questions or would like to speak to us, please visit the OCR stand