

POLICY / PROCEDURE TITLE		DATE OF APPROVAL
Assessment and Qualification Malpractice Policy		November 2025
APPROVED BY	VERSION NO.	VALID UNTIL
Executive Board	4	November 2026

OWNER	Assistant Director of Quality		
GROUP EXECUTIVE LEAD	Executive Director of Quality		
DOCUMENT TYPE	Policy ☒ Group Procedure ☐ Local Procedure ☐		
PURPOSE	The policy defines the responsibility and requirements of the Centre's (Colleges) with learner registrations and certifications.		
APPLICABLE TO	All NCG employees, as well as consultants, vendors, agency workers, contractors, service users, trainees/students, volunteers and/or any other parties who have a business relationship with NCG.		
EQUALITY ANALYSIS COMPLETED [POLICIES ONLY]	Yes ☒	No ☐	N/A ☐
	(If EA not applicable, please explain)		
KEY THINGS TO KNOW ABOUT THIS POLICY	To ensure that NCG and its colleges are aware of what constitutes, malpractice protects the integrity of the qualifications being delivered and complies with the external regulations of the Joint Council for Qualifications (JCQ) and awarding bodies.		
EXPECTED OUTCOME	Ensures NCG has appropriate procedures and processes in place to monitor and manage potential malpractice risks.		

MISCELLANEOUS	
LINKED DOCUMENTS	• NCG Assessment and Internal Quality Assurance Policy • NCG Non-Examination Policy • NCG Equality, Diversity, Inclusion and Belonging (EBID) Policy • NCG Code of Conduct Policy • NCG Performance Policy
KEYWORDS	• Malpractice • Examination

Equality Impact Assessment

EQUALITY IMPACT ASSESSMENT			
	Yes	No	Explanatory Note if required
EIA 1 - Does the proposed policy/procedure align with the intention of the NCG Mission and EDIB Intent Statement in Section 2?	☒	☐	The answer to this must be YES
EIA 2 - Does the proposed policy/procedure in any way impact unfairly on any protected characteristics below?	☐	☒	
Age	☐	☒	The answer to this must be NO
Disability / Difficulty	☐	☒	The answer to this must be NO
Gender Reassignment	☐	☒	The answer to this must be NO
Marriage and Civil Partnership	☐	☐	The answer to this must be NO
Race	☐	☒	The answer to this must be NO
Religion or Belief	☐	☒	The answer to this must be NO
Sex	☐	☒	The answer to this must be NO
Sexual Orientation	☐	☒	The answer to this must be NO
EIA3 - Does the proposed policy/processes contain any language/terms/references/ phrasing that could cause offence to any specific groups of people or individuals?	☐	☒	The answer to this must be NO
EIA4 - Does the policy/process discriminate or victimise any groups or individuals?	☐	☒	The answer to this must be NO
EIA 5 - Does this policy/process positively discriminate against any group of people, or individuals?	☐	☒	The answer to this must be NO
EIA 5 - Does this policy/process include any positive action to support underrepresented groups of people, or individuals?	☐	☒	The answer to this could be yes or no as positive action is lawful. However, an explanation must be provided for clarity.
EIA 6 - How do you know that the above is correct?	This policy has been reviewed by the QTLA forum, Policy Review Council, NCG Executive NCG, prior to approval by NCG Corporation. The membership of these groups is indicative of the wider population within NCG.		

1. GENERAL POLICY STATEMENT

This policy applies to all learners on Further Education and Training learning programmes regardless of mode or location of study. It also applies to all employees that have a teaching, learning or assessment role or are involved in the associated supporting services, such as learning support and examination administration. All employees whose responsibilities include assessing and/or internal quality assurance on Further Education or Training courses must have a working knowledge of the Joint Council for Qualifications (JCQ) guidance document [Suspected Malpractice Policies and Procedures](#) and [Artificial Intelligence \(AI\) Use in Assessments: Protecting the Integrity of Qualifications](#). For awarding bodies that are not a member of the JCQ, employees are to refer to the awarding body's specific guidance.

For learners studying on Higher Education programmes leading to NCG Awards, academic misconduct / malpractice is covered in the NCG HE Academic Regulations, 'The College regards any attempt by a student to gain an unfair advantage in assessment as a serious academic offence that undermines the academic standards of the College.' Section C16 NCG Academic Regulations. Further guidance for employees is provided in the NCG HE Regulatory Documents (<https://www.ncgrp.co.uk/guide-to-information/our-policies-and-procedures/he-regulatory-document/>) and for students stored in their VEL under the 'Academic Integrity' section of the Higher Education Student Handbook. For learners studying Higher Education which has been validated by other HEIs, the appropriate HEI / Awarding Body policy and process for Academic Misconduct/ Malpractice will be followed.

The aims of this policy are indicated below:

- To ensure that learners and employees are aware of what constitutes malpractice, including maladministration, misuse of artificial intelligence and the procedures that will be implemented in suspected cases.
- To ensure that NCG and its colleges have appropriate processes in place to manage and monitor potential risks that might occur with regards to examinations and assessments and the associated administration processes.
- To protect the integrity of qualifications being delivered within the organisation and as such the reputation of NCG.

- To ensure that principles of equity and fairness are followed in dealing with any allegations of malpractice.
- To comply with the external regulations of the Joint Council for Qualifications (JCQ) and awarding bodies.

2. DEFINITIONS

Malpractice, which includes maladministration and non-compliance, means any act, default or practice which is a breach of the regulations. Learners and employees must be aware of what constitutes malpractice and maladministration and the procedures that must be implemented in suspected cases.

Assessment and assessment activities referred to in this policy include any internally or externally set coursework, non-examination assessments and examinations where the result contributes to the overall qualification grade/ outcome.

3. PROCEDURES TO IDENTIFY AND PREVENT LEARNER MALPRACTICE

Under the terms of the awarding body regulations, learners who breach the regulations may be disqualified from subjects for which they have been entered. Learners must be made aware of the potential penalties before any assessment activities commence.

All learners are expected to act with integrity and honesty when producing and presenting work for assessment and not undertake any form of cheating or seek to gain an unfair advantage during any assessment activity.

3.1 Course Information:

All learners will receive guidance as to what constitutes plagiarism, including AI and other instances of malpractice via their Course Handbook, the Student Handbook, their induction programme and / or via their VLE (MS Teams page). This will include the possible consequences of using AI inappropriately in a qualification assessment. All learners should be issued with a copy of or have access via their VLE (MS Teams), the appropriate [JCQ Information for Candidates](#). The examples of malpractice given in Appendix 1 to this policy will be included in

all course or student handbooks. Colleges may adapt wording where appropriate to ensure learners fully understand their responsibilities.

The above information requirements will be reinforced by teaching, learning and assessment employees during the learners' induction programmes and prior to assessment tasks commencing. Learners on Level 3 programmes will be made aware of the role of Turnitin software in detecting plagiarism as in many subjects' candidates will use source material, including the internet and AI, when researching and planning their tasks. Candidates normally have unrestricted access to resources. Centres must refer to the JCQ document AI Use in Assessments: Protecting the Integrity of Qualifications, as well as the awarding body's specification and/or associated documentation published by the awarding bodies and the regulator.

3.2 Assessment Work (Non-examination)

Pre-task information

The colleges must have in place processes to provide learners with information on how to prepare and present coursework and submitting their own independent work for assessment and for identifying potential malpractice. This will include how to provide full citation of all sources used (including websites), using a recognised referencing system, prior to assessment activities commencing.

Artificial Intelligence

AI misuse constitutes malpractice as defined in the JCQ Suspected Malpractice: Policies and Procedures. Please refer to the JCQ regulations in Artificial Intelligence (AI) Use in Assessments: Protecting the Integrity of Qualifications for further information.

Student work submitted for assessment must be in their own words and not copied or paraphrased from another source such as an AI tool and must reflect their own independent work. It is important students develop the knowledge, skills and understanding of the subjects they are studying and do not rely on AI.

AI misuse is where a student has used one or more AI tools but has not appropriately acknowledged this use and has submitted work for assessment when it is not their own. Where AI tools have been used as a source of information, student acknowledgement must show the name of the AI source used and the date the content was generated.

Turnitin Software

NCG has invested in Turnitin Plagiarism Detection software to support the detection of plagiarism from on-line sources. This software is used by employees assessing Level 3 to Level 7 work that requires independent research. Where appropriate, Level 3 full time and substantive part time courses will use Turnitin to evaluate a proportion (determined by the college) of submitted work. Where it is not appropriate to use Turnitin, colleges will refer to the appropriate awarding body guidelines. And the JCQ regulations in Artificial Intelligence (AI) Use in Assessments, with the potential indicators of misuse.

For learners studying on higher education programmes colleges are responsible for ensuring a standardised approach to using the current NCG plagiarism checking software tool is adhered to and that this is clearly communicated to students before assessments are set. Further guidance is provided in the NCG Academic Regulations Section C3.7 Submission of Assessment.

Authentication statements

An authentication sheet must be used on all learner work submitted for assessment, which requires the learner to declare that the work is their own. Where awarding bodies do not provide their own authentication statement, assessment front sheets will include the following statement which learners will sign and date when submitting any work for marking, including resubmissions/upgrades and example declaration statement as below

'I certify that the evidence submitted for this assignment is my own. I have clearly referenced any sources and any artificial intelligence (AI) tools used in the work. I understand that false declaration is a form of malpractice'

4. REPORTING SUSPECTED MALPRACTICE

NCG through all of its colleges will follow the definitions and examples of malpractice in the JCQ document 'JCQ Suspected Malpractice: Policies and Procedures' which includes examples of malpractice by learners and employees; this list is not exhaustive and other instances of malpractice may be considered by NCG and its colleges at its discretion, in addition to any guidance provided by awarding bodies.

4.1. Learner Malpractice

For cases of learner malpractice in examinations / controlled assessments/ coursework or non-examination assessments, employees must follow the relevant awarding body's process, and liaise with the examinations lead within the college, to ensure compliance with the relevant awarding body regulations. Learners completing coursework or non-examination assessments are aware of the need for the work to be their own and are provided with clear instructions on how to avoid plagiarism (including AI misuse). With specific reference to AI, please see the JCQ guide on [AI Use in Assessments: Protecting the Integrity of Qualifications](#) and the potential indicators of AI use.

For cases of learner malpractice where an authentication statement has been signed and submitted for marking, and the work represents a significant contribution to the assessment outcomes of a particular qualification, there is a requirement to make a report to the relevant awarding body, according to their published procedures and using the JCQ M1, with a notification to the college Quality Unit.

Guidance on dealing with cases of malpractice is included in Appendix 1.

4.2. Employee Malpractice

Allegations of malpractice / maladministration on the part of employees must be reported to the college Quality lead who will inform the College Principal or Centre Manager and relevant awarding body as per the guidance in appendix 2 and as given by JCQ and the awarding body's own procedures. The Quality lead for the college must inform the Group Executive Director for Quality of all instances of suspected employees malpractice/ maladministration.

Initially only information gathering is permitted by the College Quality lead, to provide enough detail to report the incident to the awarding body. The awarding body will then provide guidance on the next steps to follow and any investigation which is required to be undertaken. A full investigation must not commence before the awarding body has been informed.

Any allegations or potential misconduct against employees must be investigated in line with the NCG Disciplinary Policy and potentially the NCG Anti-Fraud Policy, which may run alongside the awarding body investigation. Where there are concerns with the standard of performance, this will be managed in line with the NCG Performance Management Policy. Please note, allegations of malpractice are not only managed in line with NCG policy and procedures but are also subject to the awarding body's specific procedures.

Failure to follow the correct procedures (detailed in appendix 2) for reporting allegations may itself be viewed as malpractice and the NCG disciplinary policy may be invoked for any employees' member(s) who is/ are aware of the allegations, or witnessed the malpractice and do not report it.

5. CONFLICT OF INTEREST IN ASSESSMENT

A conflict of interest is a situation that has the potential to undermine the impartiality of an individual or organisation because of the possibility of a clash between personal interest and their professional position.

It is possible that employees working in any assessment-related role might encounter potential conflicts of interest. It is important to manage such situations carefully to ensure that any conflict of interest does not impact on the standards and integrity of NCG's educational and training provision or the reputation of partner awarding bodies.

The following are examples of conflicts of interest in the context of examinations/ assessments. This list is not exhaustive, and other instances may be considered by NCG and its colleges at their discretion:

- Examinations employees or a member of their family or household, a friend or colleague taking a qualification within the centre.
- An individual undertaking a qualification in their own workplace (e.g. within their college or training centre).

- An individual who has access to examination or assessment work (including pre-release materials which must be kept confidential) for a qualification which a family member or member of their household is undertaking at a different centre.
- An individual who has been involved in the preparation of assessments or examination questions (e.g. employees working as examiners for awarding bodies) where the same qualifications are being taken in centre.

5.1. Roles and Responsibilities

Working in partnership with a range of awarding bodies, NCG and its associated colleges are required to identify and manage all conflicts of interest that might detrimentally impact on standards of, or public confidence in, the organisation's educational and training provision or the reputation of external awarding bodies with whom they work.

All employees have a responsibility to be aware of the potential for a conflict of interest. Individuals must disclose an activity if they are in doubt about whether it represents a conflict of interest. It is the duty of all tutors, assessors and employees that have a teaching, learning or assessment role, or are involved in the associated supporting services, to disclose any actual or potential conflict of interest.

Employees can find themselves in potential conflicts of interest situations because they are not clear what the correct processes and procedures are. It is the responsibility of the colleges to provide training/ information to employees, informing them of the requirement to disclose any potential conflict of interest.

It is the responsibility of the college to establish a process for collecting information regarding potential conflicts of interest from employee's members which should be appended to this document for reference.

5.2. Procedures to identify potential conflicts of interest

Collecting conflict of interest information

Conflict of interest, alongside malpractice and maladministration, is a topic that must be covered in the induction of all new tutors, assessors, invigilators, internal verifiers and assessment-related administration employees.

Line managers must ensure that the 'Declaration of Interest Form' (Appendix 3) is completed and reviewed by the Head of Department/ Curriculum/ Programme Lead, if an employee member discloses a potential conflict of interest.

The Quality Lead, or their nominated representative within the college, must report any conflicts of interest to the relevant awarding body.

Should an individual's circumstances change, which leads to a conflict of interest, they are required to declare this immediately to their line manager. A reminder for updates must be issued to employees on an annual basis. The information submitted will then be evaluated by the Head of Department/ Curriculum/ Programme Leader within the college to identify if any further action is required and a written record of the outcome of the evaluation must be retained with the original form.

Employees taking qualifications within the centre

Employees wishing to undertake a qualification within the centre (whether financed fully/ partly by a college of NCG or personally financed by the employee) must follow the college's process to ensure that the examination department, or employees responsible for the registration of learners with the awarding body, is/ are aware so that they can ensure compliance with the awarding body's regulations. For example, by completing a employees development form or, if the qualification is being completed for personal interest, by informing the relevant college contact. See Appendix 5 for a summary on awarding body guidance on employees completing qualifications in centre.

5.3. Actions to take when a potential conflict of interest is declared/ identified

Where a declaration of an actual or a potential conflict of interest is identified then advice will be sought from the relevant employee in order to ensure the correct course of action is undertaken. If a potential conflict of interest is not declared, then this will be managed in line with NCG policy and procedures.

Examination employees

Examination employees with a family member, member of their household or someone of a similar close relationship, such as a friend or partner, taking qualifications within the centre must not be permitted to access examination material unaccompanied. Measures must also be put in place to prevent them from disclosing results to any party in advance of the official public release date.

Examination employees taking qualifications within the centre must not be allowed access to any of the restricted access assessment/ examination material in advance of the assessment/ examination date or receive any preferential treatment.

Examination invigilators must be subject to the same checks on conflicts of interest. Potential conflicts of interest must be identified on induction and checked each year. Invigilators must not oversee any examinations or assessments being taken by a family member, member of their household or friend.

An employee must not invigilate an examination or assessment being taken by a family member, member of their household, friend or colleague. A tutor must not invigilate learners that they have directly prepared for the examination. A tutor who teaches the subject being examined must not act as an invigilator. Entry Level assessments are the only exception to this rule. The examinations lead within the college will make the final decision on any requests for exceptions to this after consulting the relevant awarding body regulations.

For any employee undertaking qualifications within the centre where they work, upon notification, it is the responsibility of the examination employee/ employees within the college who register learners with the awarding bodies, to check that the relevant awarding body permits an employee member to undertake the qualification. They must then check the process which must be followed in order to be compliant with the awarding body regulations. A process for identifying employees taking qualifications within the centre must be established by the college.

Tutors/ Assessors

For tutors and assessors, a conflict of interest will be referred to the Head of Department/Curriculum Leader who will work with the Quality Lead within the college to deal with the conflict.

The conflict will then be reviewed and either removed or managed. Where the conflict is to be managed, the Quality Lead within the college will liaise with the relevant responsible line manager to discuss the necessary actions/controls to manage the conflict, mitigate any impact on the organisation and ultimately ensure that learners are not adversely affected.

Examples of actions that could be taken:

- The individual not taking part in discussions or decisions on certain matters.
- Referring assessment, verification and recommendations for credit to other employees with no vested interest.
- Agreeing not to be involved in a particular area of work or;
When unsure of the appropriate action to take, refer the matter to the awarding body for guidance.

Declaring conflicts of interest to the awarding body

Conflicts of interest will be declared to the awarding body by the Quality Lead within the college.

Should an individual's circumstances change, that leads to a potential conflict of interest, they are required to declare this immediately to their line manager.

6. STATEMENT ON IMPLEMENTATION

Upon approval, this policy will be uploaded to the policy portal and communicated to staff via The Business Round-Up and via the NCG intranet.

7. STATEMENT ON EQUALITY AND DIVERSITY

NCG is committed to providing equality of opportunity. Further details of our aims and objectives are outlined in our [Equality Diversity Inclusion and Belonging Strategy](#).

This policy has been assessed to identify any potential for adverse or positive impact on specific groups of people protected by the Equality Act 2010 and does not discriminate either directly or indirectly. In applying this policy, we have considered eliminating unlawful discrimination, promoting equality of opportunity and promoting good relations between people from diverse groups.

8. STATEMENT ON FREEDOM OF SPEECH

NCG is committed to upholding the principles of freedom of speech as enshrined in UK law. This policy is designed to ensure that all members of our college community, including students, staff, and visitors, can express their views and ideas freely and without fear of censorship or reprisal, provided that such expressions are within the law.

We affirm that this policy does not, in any way, diminish or undermine the rights of individuals under existing Freedom of Speech legislation.

9. STATEMENT ON CONSULTATION

This policy has been reviewed in consultation with QTLA forum, trade unions, Policy Review Council, NCG Executive Team prior to approval to Corporation Board.

VERSION CONTROL			
Version No.	Description of Change and Rationale	Author/Reviewer	Date Revised
1	Update to new policy format. Inclusion of new process for employees to report members of their family or household who are taking qualifications at other centres. Clarification of college responsibilities.	Assistant Director of Quality	Feb 2018
2	Document updated to align to NCG people and development policy and procedures. Staff referred to employees. EIA included. Linked policies updated.	Assistant Director of Quality	Sept 2021
3	Inclusion of the potential misuse of artificial intelligence by learners. Link to guide from JCQ in section 2 and referenced in section 4 and 5.	Assistant Director of Quality	Sept 2023
4	Updates made in line with JCQ regulations	Assistant Director of Quality	09 2025

Appendix 1

Guidelines for dealing with learner malpractice

It is the responsibility of the colleges to have processes in place to manage learner malpractice.

1. Any employee who suspects or discovers malpractice has taken place must report the matter immediately to their line manager and the Head of Performance/ Quality or their nominated representative (e.g. the examinations lead for the college). The incident must be reported at the earliest opportunity to the awarding body.
2. The Head of Performance/ Quality or their nominated representative within the college is responsible for reporting any suspicions of malpractice to the Group Executive Director for Quality which has the potential to negatively affect the reputation of NCG. For example, widespread learner malpractice or incidents which may highlight significant inefficiencies in processes.
3. Learners suspected of malpractice must be made fully aware, in writing, at the earliest opportunity, of the nature of the alleged malpractice and the possible consequences in accordance with the NCG Student Positive Behaviour Policy.
4. The investigating manager must carry out the investigation in accordance with appropriate awarding body guidelines on malpractice.
5. Centres are advised that if coursework, controlled assessment, nonexamination assessment or portfolio work which is submitted for internal assessment is rejected by the centre on grounds of malpractice, there should be an internal process in place at the centre so that candidates can request an internal appeal against this decision.
6. Where the head of centre wishes to appoint a staff member to gather information, the agreement of the awarding body must be obtained first. The head of centre will retain responsibility for ensuring the information has been obtained appropriately. The head of centre must ensure the information gathering meets the deadlines and requirements set by the awarding body and the JCQ Malpractice regulations.
7. A report must be produced and submitted to the awarding body and will include:

- A clear account, as detailed as necessary, of the circumstances;
- Details of the investigations carried out by the centre;
- Written statements from any teachers, invigilators or other employees concerned, which must be signed and dated;
- Written statements from the learners concerned, which must be signed and dated.

Where appropriate:

- Information about how the centre makes learners aware of the awarding body regulations;
- Seating plans;
- Any unauthorised material found in the examination room;
- Photographic evidence of any material written on hands/ clothing etc.;
- Any candidate work/ associated material which is relevant to the investigation;
- Any other relevant evidence.

Appendix 2

Guidelines for dealing with Employees Malpractice

1. Any member of employees who is suspected of any form of malpractice will be investigated under the NCG Disciplinary Policy. The matter must be reported immediately to the Head of Performance/ Quality or their nominated representative within the college.
2. The Head of Performance/ Quality, or their nominated representative within the college, is responsible for reporting any suspicions of malpractice to the college principal, and ensuring that the Group Executive Director for Quality is copied in.
3. A notification to the awarding body must then be made by the Head of Performance/ Quality or their nominated representative. A full investigation must not take place until after the awarding body has been informed and instructions have been provided on the required actions to take.
4. Employees suspected of malpractice must be made fully aware at the earliest opportunity, of the nature of the alleged malpractice and the investigation should be carried out as soon as possible.
5. The investigating manager must be impartial and not associated with the area that the employee member works in e.g. the nominated investigating manager must be from a different section. In the NCG disciplinary policy it is normally the line manager who carries out the investigation, but for this policy it is an independent investigation manager.
6. The independent investigating manager must carry out the investigation in accordance with the NCG disciplinary policy and appropriate awarding body guidelines on malpractice.
7. A report must be produced and submitted to the awarding body and include the following detail below. This report could also be used (if sufficient) as the investigation report, which is then submitted to the disciplinary manager.
 - A clear account, as detailed as necessary, of the circumstances, outlining the suspected malpractice, the people involved and how it was identified.

- Information about how the centre makes employees aware of the awarding body's regulations;

If relating to examinations or assessment the following will also be required:

- Seating plans
- Any unauthorised material found in the examination room;
- Any candidate work/ associated material which is relevant to the investigation;
- Invigilator report from the exam room;

Any other relevant evidence.

Appendix 3

Declaration of Interest Form

To be completed annually by all employees involved in teaching and assessment related activities of qualifications (including administrative support employees who deal with examination material, the processing of marks/ claims and those with access to secure storage and confidential materials).

Section 1- Identifying Information

Employees Member Name	
Employees ID	
Position	
Department/ Centre Name	
Line Manager Name	

Section 2- Details of Potential Conflict of Interest

a. **Are you completing a qualification?** *(Put a cross in the relevant box)*

Within the college/ training centre Yes ☐ No ☐

At another college/ training centre Yes ☐ No ☐

If yes to either of the above, please provide details of the qualification below:

Awarding body	
Title of qualification/ subject(s):	
Level:	
Name of centre <i>(if taking at a different centre to where you work):</i>	

b. **Is any member of your family or household (or someone of similar close relationship) completing a qualification which you could potentially be involved with?** *(Put a cross in the relevant box)*

E.g. The setting of tasks for assessment purposes, marking/ assessing/ internal verification or standardisation of work, invigilation of examinations or assessments or access to assessment material/ early release of examination results, pre-release materials or internal assessments.

Within the college/ training centre Yes ☐ No ☐

At another college/ training centre Yes ☐ No ☐

If yes to either of the above, please provide the details requested below:

Name of learner:	
Learner ID (<i>when learner is studying at same centre</i>):	
Relationship (e.g. parent/ guardian/ partner):	
Title of qualification/ subject(s) learner is completing:	
Are you involved in the teaching or assessment of this learner? Detail your involvement (when learner is studying at same centre):	
Are you involved in the teaching or assessment of a subject that the learner is studying? Detail your involvement in the subject (when not directly teaching the learner either within the centre or at another centre):	
Name of centre (<i>if learner taking qualification at a different centre to where you work</i>):	

Please provide any other relevant details which could lead to a potential conflict of interest:

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Section 3- Declaration

I have read the NCG Conflict of Interest guidance and understand that as an employee it is my obligation to act in a manner which promotes the best interests of NCG. I must act to avoid conflicts of interest when making decisions and taking actions on behalf of NCG, which could affect the integrity of the qualification delivered and the reputation of NCG.

My answers on this form are correctly stated, to the best of my knowledge and belief. Should a possible conflict of interest in my responsibilities to NCG arise, I recognise that I have the obligation to notify my line manager, and to abstain from any participation in the matter until it is possible to determine whether a conflict exists and how that conflict shall be resolved.

Employee Signature:

Print Name:

Date:

Section 4- Evaluation and Feedback

This form must be reviewed by the Head of Department/ Curriculum Leader and where necessary consulted on with the Quality Lead within the college.

Form reviewed by (Print Name):	
Position:	
Action(s) required:	
Reviewer signature:	
Date:	

Guidance for the completion of the Declaration of Interest form

Declarations of Interest are required from any member of centre employees, in particular teaching employees and exams office employees, who are either taking qualifications themselves or will have family members or members from their household, or persons of a similar close relationship sitting examinations and assessments this academic year, whether at your centre or another centre.

For the purposes of this requirement, 'any member of centre employees' means anyone who has access to confidential materials, the disclosure of which would represent a breach of security. Due to the very nature of their position within the centre, such employees could be viewed as being able to use that access to the advantage of themselves, or people close to them, and as such could be subject to allegations of malpractice. It is, therefore, important for such members of employees to declare any interest in advance of the examination series commencing.

The following centre employees are likely to fall into this category:

- **Exams Office employees** - who have access to all secure examinations material and must declare a connection with anyone who is taking examinations either at their own centre or elsewhere, across all examinations.
- **Teaching employees** - where they are teaching their own family/household or partner or friends at the same centre.
- **Teaching employees or teaching support employees** - who have connections with people taking the same subject and specification that they are teaching, but at another centre, where that subject involves them having access to confidential material before its official release date and time for candidates.
- **Employees who have involvement in the development of examination or assessment questions** e.g. acting as examiners for awarding bodies where those qualifications are being written within their own centre.
- **Invigilation employees** - who will have access to question papers, completed candidate examination scripts and non-examination assessments. A connection with anyone who is taking examinations either at their own centre or elsewhere, must be declared so that employees can allocate work accordingly.

We do not normally require declarations in relation to:

- Ancillary employees
- Contractors
- Teaching/teaching support employees who have relatives or friends taking qualifications at another centre for subjects and specifications that they do not teach or have involvement with.
- Teaching/ teaching support employees who have relatives or friends taking qualifications at another centre for subjects that they teach, but which do not have any non-examined assessment or pre-release of confidential material.

UNLESS that individual is likely, in the normal course of their duties at the centre, to have sight of confidential examinations and assessment materials.

Appendix 4

Employees Taking Qualifications in Centre

Awarding Body	Permitted	Action Required
AQA	No	"In order to protect the integrity of the examinations, it is AQA's view that it is not appropriate for centre employees to sit exams within their own centre. This measure is in place to ensure that AQA and its examinations are seen as being conducted in accordance with the JCQ regulations and are clear and transparent to all parties, including other candidates, their parents and the general public."
City & Guilds	Yes- <i>however, employees must not be an assessor on the qualification.</i>	Email your local City & Guilds office prior to registering employees onto the qualification.
OCR	Yes	Submit the declaration at point of registration on centre headed paper either scanned and by email to compliance@ocr.org.uk or by post to Compliance, OCR, Progress House, Westwood Way, Coventry, CV4 8JQ. Include the following details: • Who the employee is • What their role in the centre is • If they would have any access to examination materials • Which assessment they are sitting and when • Any other information you think is relevant to the situation
Pearson Edexcel (Academic and Vocational)	Yes	Complete online centre declaration of interest form or for more than 3 declarations, email declarations@pearson.com with the following details: • Name • Date of birth • Registration number for vocational qualifications • UCI and candidate numbers for academic qualifications • Details of entries for exams/external assessments
WJEC	Yes	Inform in writing, on centre letter headed paper, detailing names of employees and examinations to be taken. Submit a scanned copy via email to exams@wjec.co.uk or send a hard copy to: Centre Support, WJEC, 245 Western Avenue, Cardiff CF5 2YX This information must be submitted for every examination series and would not be an arrangement that would carry over to the following academic year.

**** All other awarding bodies must be contacted to check if employees are permitted to complete a qualification through their own centre and to request the correct procedure to follow.**