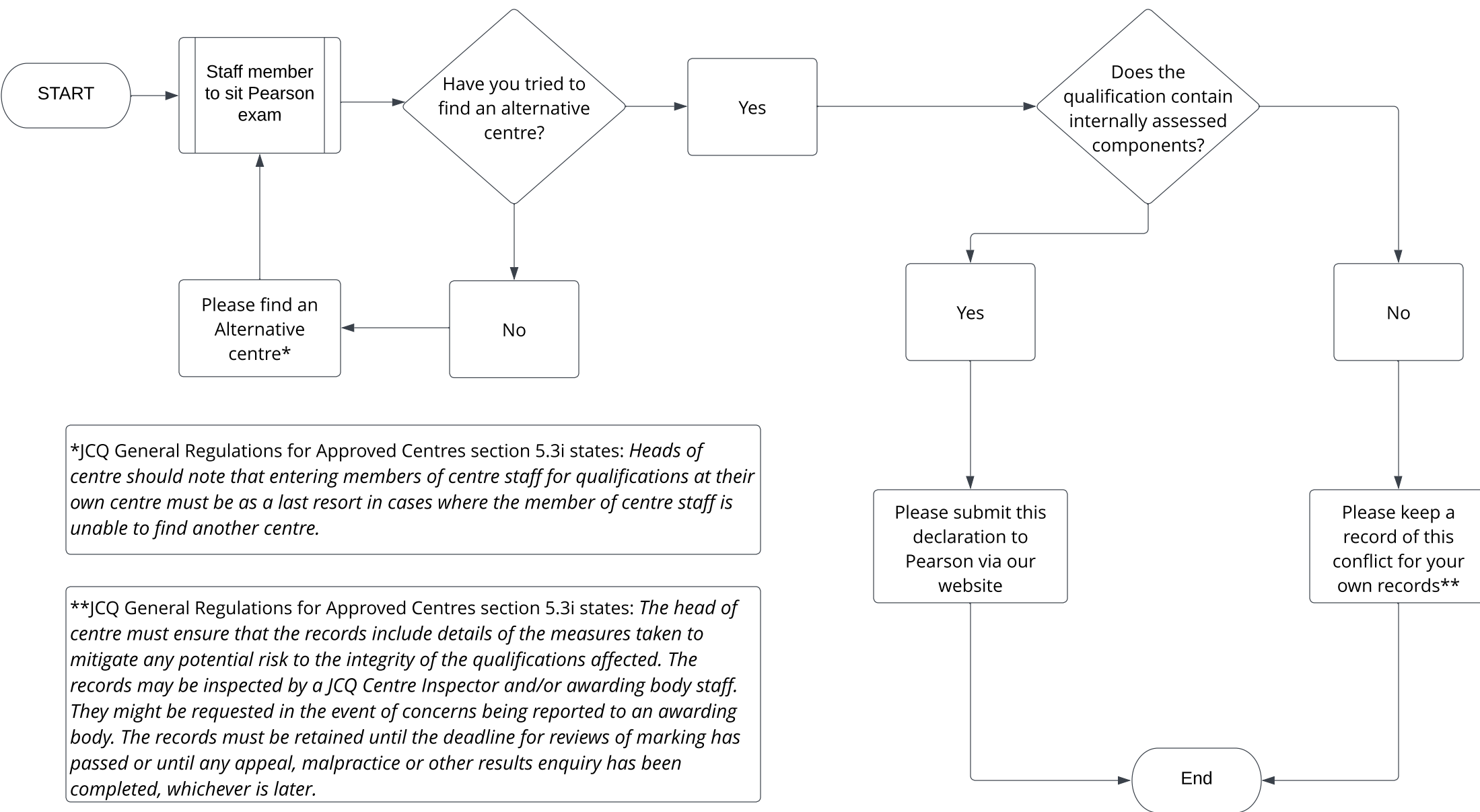


Centre Declarations of Interest: Submitting a declaration for staff members sitting exams at their own centre



*JCQ General Regulations for Approved Centres section 5.3i states: *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.*

**JCQ General Regulations for Approved Centres section 5.3i states: *The head of centre must ensure that the records include details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected. 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. The records must be 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.*

