

CONFLICT OF INTEREST POLICY (EXAMS)

Approved by	David Butterworth	Date	January 2026
Next review due by			January 2027

Centre Name	Weston Secondary School
Centre Number	58659

Key staff involved in the policy

Head of Centre	David Butterworth
Exams officer	Claire Harlow
SLT member(s)	Natalie Bungay Steve Smith Chris Collins Luke Wilson

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This policy is reviewed and updated annually to ensure that conflicts of interest at Weston Secondary School are managed in accordance with current requirements and regulations.

Reference in the policy to GR relates to relevant sections of the current JCQ publication **General Regulations for Approved Centres**.

2. Introduction

It is the responsibility of the head of centre to ensure that Weston Secondary School has in place for inspection a written conflicts of interest policy that must be reviewed and updated annually. This policy confirms that Weston Secondary School:

Manages conflicts of interest by informing the awarding bodies, before the published deadline for entries for each examination series of:

- Any member of centre staff who are taking qualifications at their own centre which include internally assessed components/units.
- Any member of centre staff who are teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or close friend and their immediate family (e.g. son/daughter) for qualifications which include internally assessed components units, **and**

maintains internal records of all instances where:

- exams office staff have members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for examination and assessments either at the centre itself or other centres
- Centre staff are taking qualifications at their own centre which do not include internally assessed components/units
- Centre staff are taking qualifications at other centres

3. Purpose of the policy

The purpose of this policy is to confirm how Weston Secondary School manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

4. General principles

A process is in place to ensure that all members of centre staff completed a short online form to collate any potential conflict of interests.

This is an annual process completed at the beginning of the academic year.

5. Declaration process

If any staff member has a "conflict of interest" that fits the criteria above, then a declaration will be made to all exam boards used by the school.

6. Managing conflicts of interest

A log of any potential conflicts will be held by the exams officer. If required, relevant exam boards will be notified, including the nature of the conflict, prior to their specific deadlines.

The exams officer will ensure that any staff with a conflict are not involved in the exam process and if they are required to assist with any invigilation duties they will not be placed in venues that there may be a conflict.

7. Roles and Responsibilities

The role of the Head of Centre is to ensure:

- conflicts of interest are managed according to the requirements (GR 5.3)
- internal records are maintained and that the records include details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected
- the records are available where they may be requested by a JCQ Centre Inspector and/or awarding body staff
- the records are 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
- that entering members of centre staff for qualifications at this centre is as a last resort in cases where the member of centre staff is unable to find another centre
- 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
- 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

The role of the exams office/officer:

- To ensure the process for collecting declarations of interest is undertaken
- To identify and follow the awarding body's administrative process for submitting details of members of staff who are:
 - taking qualifications which include internally assessed components/units at their own centre
 - teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications which include internally assessed components/units
- To retain records of the measures taken to mitigate any potential risk to the integrity of the qualifications affected until the deadline for reviews of marking has passed or until any appeal, malpractice or other enquiry has been completed, whichever is later

Signed:	
Date:	