

# Examination Conflict of Interest Policy



**Churchdown School Academy**  
ACHIEVING SUCCESS FOR ALL

Date ratified by LT:	22 September 2025
Date due to be reviewed:	30 October 2026
Person responsible:	Mr D Potter

## Conflicts of Interest - Exams

Centre name	Churchdown School Academy
Centre number	57357
Date policy first created	24/01/2025
Current policy approved by	Mr D Potter
Current policy reviewed by	Mr D Potter
Date of review	22/09/2025
Date of next review	30/10/2026

## Key staff involved in the policy

Role	Name
Head of centre	Mr D Potter
Senior leader(s)	Mr J O'Connell
Exams officer	Sue Dinwoodie
Other staff (if applicable)	

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

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

## Introduction

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

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

- any members of centre staff who are taking qualifications at their own centre which include internally assessed components/units
- any members of centre staff who are 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, **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 examinations 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 (GR 5.3)

## Purpose of the policy

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

## General principles

A process is in place to Collect any declaration of interest from from all centre staff including invigilators to to identify and manage any potential conflict of interest

## Declaration process

An electronic declaration of interest form is sent to all centre staff and invigilators in January. Completed forms must be returned to the exam officer by the end of March.

## Managing conflicts of interest

For internal recording purposes, a conflicts of interest log is maintained and any potential conflict declared by centre staff is centrally recorded on the log.

The relevant awarding body/bodies are informed (where required by the nature of the conflict) of specific conflicts of interest/centre staff declarations before the published deadline for the entries for each exam series by identifying and following the individual awarding body's administrative process.

The agreed measures/protocols taken/put in place to mitigate any potential risk of the integrity of the qualifications of affected are recorded on the log and the affected member of staff informed of these measures/protocols.

### **Additional information:**

Not applicable

## Roles and responsibilities

**The role of the head of centre** is to ensure:

- conflicts of interest are managed according to the requirements in *General Regulations for Approved Centres* (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

Additional responsibilities:

The exam officer will ensure

To ensure centre staff are aware of the requirement to declare any interest.

To ensure declarations are recorded/ logged as potential conflicts of interest

**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 the 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 results enquiry has been completed, whichever is later.

Additional responsibilities:

Not applicable.

## **Changes 2025/2026**

In terms of JCQ regulations for 2025/2026, no changes are applicable to this policy.

(Updated) The **General principles** section content has been reformatted and will require the user to edit and repopulate this section.

## **Centre-specific changes**

No centre specific changes are applicable.