



Conflict of Interest Policy (Exams)

Recommended by:	Senior Vice Principal
Recommendation Date	14 th May 2025
Ratified by:	Chair of Governors
Signed:	<i>J Goodman</i>
Position on the board	Chair of Governors
Ratification Date	14 th May 2025
Next Review:	May 2026
Policy Tier (Central/Hub/School):	School

Key staff involved in the procedure

Role	Name
Head of centre	Mr S Brownlow
Senior leader(s)	Miss H Tanner, Miss C Middlehurst
Exams officer	Mrs K Machin
Other staff (if applicable)	Not Applicable

This policy is reviewed and updated annually to ensure that conflicts of interest at Gospel Oak School 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 Gospel Oak School has a written conflicts of interest policy for inspection that must be reviewed and updated annually. This policy confirms that Gospel Oak School:

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 stepfamily, 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 stepfamily, 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
- 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 Gospel Oak School manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

General principles

A process is in place to Collect any conflict-of-interest information for the current academic year from all centre staff to identify and manage any conflicts of interest in relation to exams.

Declaration process

A declaration of conflict interest form is sent electronically to all centre staff in advance of any formal examinations taking place in the centre. Completed forms must be returned in prior to the examinations starting. The purpose of this policy is to confirm how Gospel Oak School manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

Managing conflicts of interest

There is a conflict-of-interest log, any potential conflicts declared are recorded on this log (appendix 1). The relevant awarding bodies are informed (where required) of specific conflicts of interest before the published deadlines for entries for the exam series' by identifying and following the individual awarding bodies process. The agreed measures/protocols taken/put in place to mitigate any potential risk to the integrity of the qualifications affected are recorded on the log and the affected member of staff informed of these measures/protocols.

Roles and responsibilities

The role of the head of centre is to ensure:

- conflicts of interest are managed according to the requirements in 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

Additional responsibilities: Senior Leaders

- Ensure that centre staff are aware of the requirement to declare any interest - Ensure that declarations are recorded/logged as potential conflicts of interest

The role of the exam's 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 stepfamily, 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.