



## **CONFLICT OF INTEREST POLICY (EXAMS)**

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**Term of policy:** Annual

**Approved by:** LGB 18.11.25

**Date ratified:** BoT 11.12.25

**Next Review Date:** Autumn 2026

**Author:** S. Subra; C.Chan

**Sources:** The Exams Office, JCQ

**Online location:** Policies

**Consulted with JCC?** Yes ☐ No ☒

### **Introduction**

This policy replaces any previous policy and follows the DfE regulations.

**As part of our commitment to meet the Public Sector Equality Duty (PSED) requirement, to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations, we have carefully considered the impact of this policy on equality. The school will ensure that this policy is applied fairly to all employees and does not have a negative impact on students or staff with protected characteristics, race, sex, religion and belief, sexual orientation, age, disability, gender reassignment, marriage and civil partnership and pregnancy and maternity.**

## Conflict of Interest - Rooks Heath School

### Conflict of Interest

Centre name	Rooks Heath School
Centre number	12746
Date policy first created	23/09/2025
Current policy approved by	BoT
Current policy reviewed by	BoT
Date of next review	23/05/2026

### Key staff involved in the policy:

Role	Name
Head of centre	Miriam Manderson
Senior leader(s)	Seher Subra
Exams officer	Chor Lan Chan
Other staff (if applicable)	Exams and Assessment Team Leader: Angela Haines Exams and Data Assistant: Nisha Kerai Data Assistant: Asha Fernandes

This policy is reviewed and updated annually to ensure that conflicts of interest at Rooks Heath 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**.

### Introduction

It is the responsibility of the head of centre to ensure that Rooks Heath School has a written conflicts of interest policy in place available for inspection. This policy confirms that Rooks Heath 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 clear 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
- 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 Rooks Heath School manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

### **General principles**

A process is in place to collect any declarations of interests from all staff to identify and manage any potential conflicts of interest.

### **Declaration process**

A Microsoft Form entry must be completed by all staff in advance of **all** Exam seasons, and by the Exams and Assessment Team, the Head of Centre and Deputy Headteacher (Curriculum and Assessment) before any public exams in that academic year.

### **Managing conflicts of interest**

A conflict of interests log is restarted for each academic year and is held (and updated as necessary) throughout the year. Relevant Exam Boards are informed of any significant conflicts of interest (for example, the Head of Centre, or anyone who might be handling secure exam materials). Guidance is then put in place to ensure the integrity of the centre and the security of exam materials, whilst safeguarding any staff from suspicion of malpractice, for example, the Exams Officer sign out resources from the secure safe with another member of the Exams Team who does not have any conflicts of interest.

### **Additional information:**

#### **Roles and responsibilities: The Role of the Head of Centre**

- Ensure conflicts of Interest are managed according to the requirements (GR 5.3)
- Ensure clear 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 (GR 5.3)
- Ensure the records are available where they may be requested by a JCQ Centre Inspector and/or awarding body staff (GR 5.3)
- Ensure 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 (GR 5.3).

- Ensure 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
- Ensure 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
- Ensure 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 (GR 5.3)

Additional responsibilities:

Ensure that centre staff are aware of the requirement to declare any conflict of interest.

### **The Role of the Exams Office/Officer**

- Ensure the process for collecting declarations of interest is undertaken.

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 (GR 5.3)
- 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 (GR 5.3)

Additional responsibilities: Not applicable.

### **Changes 2025/2026**

Reference added to the requirement for a conflict-of-interest policy to be in place available for inspection (as detailed in JCQ's **General Regulations for Approved Centres**, section 5.3z).

### **Centre-specific changes**



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