



All Saints Catholic College



Exam Conflict of Interest Policy

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Conflicts of Interest Policy (Exams)

Centre name	All Saints Catholic College
Centre number	33529
Date policy first created	20/09/2023
Current policy approved by	Headteacher
Current policy reviewed by	Headteacher
Date of review	21/03/2025
Date of next review	30/09/2025

Key staff involved in the policy

Role	Name
Head of centre	Mrs N Gilligan
Senior leader(s)	Ms McGuirk, Mr Jones, Ms Fox, Mr Flynn, Ms McGladdary
Exams officer	Mrs A Ahmet
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that conflicts of interest at All Saints Catholic College 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 All Saints Catholic College has a written conflicts of interest policy for inspection that must be reviewed and updated annually. This policy confirms that All Saints Catholic College:

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 All Saints Catholic College 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 conflicts of interest from staff members as early as possible in the academic year from the exams officer to identify and manage any potential conflicts of interest.

Declaration process

A hard/electronic copy of a declaration form is sent to the exams officer as soon as a conflict is identified. Completed forms must be returned to the exams officer.

Managing conflicts of interest

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 is/are informed (where required by the nature of the conflict) of specific conflicts of interest/centre staff declarations before the published deadline for entries for each examination 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 to the integrity of the qualifications affected are recorded on the log and the affected member of staff informed of these measures/protocols.

Additional information:

n/a

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:

Centre staff are aware they they need to disclose if they have a conflict of interest, this is done by the exams officer sending an email at the start of the academic year to all staff.

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:

n/a

Changes 2024/2025

Under heading **Introduction** reference to 'clear records' changed to **internal records** to reflect the change in GR 5.3j).

Formatting changes made to **Roles and Responsibilities** section.

Centre-specific changes

The exams officer has a son in Y11 and will be completing his GCSEs in 2025.

The exams officer has made sure that everything is recorded and signed by another member of staff that has witnessed the action. For example, when marks are being submitted for any NEA coursework, a member of staff is present while the EO inputs the marks. This is to make sure that they are correct.