



Conflicts of Interest Policy (Exams)

Walton-le-Dale High School

This policy is reviewed and updated annually to ensure that conflicts of interest at Walton-le-Dale High 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.

Centre Name	Walton-le-Dale High School
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Introduction

It is the responsibility of the Head of Centre to ensure that Walton-le-Dale High School has a written conflicts of interest policy in place available for inspection.

This policy confirms that Walton-le-Dale High 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 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

The purpose of this policy is to confirm how Walton-le-Dale High School manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

General Principles

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

Declaration Process

An email is sent to all centre staff to declare any conflicts of interest to the Exams Officer during the Autumn term with responses to be returned before October half term.

Managing Conflicts of Interest

For internal recording purposes, a conflicts of interest log is completed and maintained declaring any potential conflicts of interest that have been declared by any centre staff. The relevant awarding body/bodies are informed – where required – of all specific conflicts before the published deadline for the examination entries, usually 21st February. The agreed measures/protocols are put into place to mitigate any potential risk to the integrity or security of the qualifications affected. Once logged, the centre staff member is made aware of the measures/protocols put into place.

Roles and Responsibilities

Head of Centre (HOC):

- 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)

Exams Officer (EO):

- 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

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- o 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 (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)