Colmers School & Sixth Form College

Exams Conflict of Interest Policy

Exams Policy:	Exams Conflict of Interest Policy
Date Agreed:	September 2026
Review Date:	October 2027
Responsibility:	J Eadie

Key staff involved in awarding and allocating word processors for exams:

Role	Name
Head of Centre	Peter White
Exams Manager	Jemma Eadie

Introduction

It is the responsibility of the head of centre to ensure that Colmers School and Sixth Form 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 (This requirement also extends to centre staff conducting internally assessed or externally assessed Speaking, Listening or Oracy components/units)
- maintains clear 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 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 Colmers School and Sixth Form 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 interest from all centre staff to identify and manage any potential conflicts of interest

Declaration process

- A declaration of interest form is sent to all all-centre staff in September. Completed forms must be returned to the exams manager/officer by 1st October each year.
- New staff members during the academic year will complete a conflict of interest form during induction.
- A conflicts of interest log is maintained, and any potential conflicts are recorded.

Managing conflicts of interest

A conflict of interest log is maintained and any potential conflict declared by centre staff is centrally recorded on the log. The relevant awarding bodies- AQA, Pearson, OCR and WJEC are informed immediately (if required), as per the relevant policies, on receipt of the conflict of interest declaration, before the published deadline for entries for each examination series. The agreed measures/protocols that have been taken 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 the measures/protocols.

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 (GR5.3)
- 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 (GR5.3)

Additional responsibilities:

- 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 Exams Manager/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 step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. child) 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) Gen_regs_approved_centres_26-27_FINAL.pdf