



## Conflict of Interest Policy

Approved and Adopted

Policy Author:	Exams Officer
Approved by:	Full Governing Body
Approved date:	Autumn 2025
Review date:	Autumn 2026

This procedure is reviewed annually to ensure compliance with current regulations

### Key staff involved in this policy

<b>Role</b>	<b>Name(s)</b>
Head of centre	<b>Miss Sarah Conlon</b>
Exams officer line manager (Senior Leader)	<b>Mr Richard Pegler</b>
Exams officer	<b>Mrs Jacky Head</b>

## Introduction

It is the responsibility of the head of centre to ensure that Cranbourne:

- 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 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 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 Cranbourne 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 Conflict of Interest form is sent out to ALL staff by one drive to declare any conflicts of interest at the beginning of the academic year. The form is returned to the Exams Officer who collates the information to manage any conflicts of interest.

## 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.

### **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)

### **The role of the exams 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. 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 (GR5.3)

## Conflict of Interest-Exams. **\*\*ALL STAFF TO COMPLETE THIS FORM\*\***

Hi, Jacky. When you submit this form, the owner will see your name and email address.

\* Required

### Staff Declaration of Interests

The conflict of interest process is designed to protect the integrity of the exams system and also helps to ensure that staff members at schools and colleges are protected if there is an allegation of malpractice due to a perceived, or real, conflict. Awarding bodies must be informed about conflict of interest before the published deadline for entries for each examination series. We need to know about any members of school/college staff who are:

- taking qualifications which include internally assessed components/units at their own school/college
- teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (eg children) for qualifications which include internally assessed components/units.

Entering members of staff for qualifications at their own school/college should be a last resort, when the individual has been unable to find an alternative. In this case we must ensure that:

- the usual protocols are in place to prevent the staff member from accessing exam materials prior to the exam, and that other staff understand the importance of maintaining the integrity and confidentiality of the exam materials
- the member of staff does not receive any preferential treatment.

**To inform us about one of the conflicts of interest described above, please answer the questions below:**


1. Your name 

Enter your answer

2. Are you taking any qualifications, or planning to take any GCSE at Cranbourne or another school/exam centre during the coming academic year? If yes, please provide details of the qualification(s) and confirm the exam centre being used:

\* 

Enter your answer


3. Are you teaching and/or preparing members of your family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for GCSE that include internally assessed components or units during the coming academic year? If yes, please provide details of the qualification(s) and confirm the exam centre being used: \* 

Enter your answer

4. Are you a member of exams office staff and have a member/members of your family (including step family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for GCSE at either Cranbourne or another school/exam centre? If yes, please provide details, including the qualifications being studied and exam boards:

\* 

Enter your answer

5. Declaration: I understand that, by returning this declaration, I am confirming that the information above is complete and correct to the best of my knowledge and belief. I undertake to keep this declaration up to date while I hold any position that requires it, and to renew it each year. \* 

Please input date (dd/MM/yyyy)



Submit