

St Richard's Catholic College

CONFLICTS OF INTEREST POLICY (EXAMS)



The Policy was approved by the Governing Body: October 2025

Chair of Governors: _____

The Governing Body will review the policy in: October 2026

This policy is reviewed and updated annually to ensure that conflicts of interest at St Richard's 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 publication **General Regulations for Approved Centres**.

Introduction

It is the responsibility of the Head of Centre to ensure that St Richards Catholic College has a written conflicts of interest policy for inspection that must be reviewed and updated annually. This policy confirms that St Richard's 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 St Richard's Catholic College manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

General principles

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

Declaration process

An electronic request for any declarations of interest is sent to all staff at the start of the academic year. These are returned to the EO within 10 days. Staff are to report any unforeseen conflicts of interest which occur after this date to the EO as soon as they become aware of them.

Managing Conflicts of Interest

A conflicts of interest log is maintained and any potential conflict declared by centre staff is centrally recorded in the log. The relevant Awarding Body/Bodies is/are informed (where required by the nature of the conflict) of specific conflicts of interest and 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 and protocols taken or 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 and protocols.

Roles and responsibilities

The role of the Head of Centre is to ensure:

- conflicts of interest are managed according to the requirements (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

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
- 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.