

Brine Leas School



Conflict of Interest Policy (Exams)

This policy is a requirement of JCQ's General Regulations for Approved Centres (section 5.3) as of 2023/2024.

The School will manage 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.

The School will maintain 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

The Head of Centre will ensure that the records include details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected.

The records may be inspected by a JCQ Centre Inspector and/or awarding body staff. The records must be 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.

The Head of Centre will 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.

Where members of centre staff are entered by this centre:

- proper protocols will be in place to prevent the member of centre staff having access to examination materials prior to the examination.
- other centre staff will be briefed on maintaining the integrity and confidentiality of the examination materials.
- 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.

Approved by:	LGB	Date:
Last reviewed on:		
Next review due by:	Autumn term 2025	