# Conflicts of Interest Policy

2026/27

Conflicts of Interest Policy (Exams)

| Approved/reviewed by | |
|---|---|
| Adam Palmer | |
| Date of next review | September 2027 |

Policy/Procedure creator:  Jocelyn Watson

Policy/Procedure created/reviewed: September 2025

Policy/Procedure reviewed: 29/09/2026

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| Centre Name | St Michael's Catholic School |
| Centre Number | 52138 |
| Date policy first created | • 10/11/2022 |
| Current policy reviewed by | • Adam Palmer |
| Current policy approved by | • Adam Palmer |
| Date of next review | • September 2027 |

## Key staff involved in the policy

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| Head of centre | Adam Palmer |
| Senior leader(s) | Hannah Austin, Rosin Still, Simon Ralph, Rob Rooney |
| Exams officer | Jocelyn Watson |
| Other staff (if applicable) | Emma Joy, Assistant Exams Officer |

This policy is reviewed and updated annually to ensure that conflicts of interest at St Michael's Catholic School are managed in accordance with current requirements and regulations.

Reference in the policy 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 Michael's Catholic 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 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

## Purpose of the policy

The purpose of this policy is to confirm how St Michael's Catholic School manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

## General principles

A process is in place to At the start of each academic year we will collect information from all centre secondary staff to Identify and manage any potential conflict of interest, for both KS4 and KS5..

### Declaration process

A conflict of interest email is sent to all secondary staff in the start of the academic year. Staff must notify the examination officer, within 5 working days of the email being sent.

### 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.

**Additional information:**

NA

Roles and responsibilities

**The role of the head of centre**

- Ensure conflicts of interest are managed according to the requirements
- 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
- Ensure the records are available where they may be requested by a JCQ Centre Inspector and/or awarding body staff
- 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
- 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

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. Ensure that heads of school are also aware of the requirements.

**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 (

Additional responsibilities:

NACHANGES 2022/2023

Changes made 23-24 – Name SLT Members

Changes made 24-25 – Name SLT Members

No changes made 25-26

CENTRE-SPECIFIC CHANGES

Not Applicable