



IFIELD SCHOOL

Exams Conflicts of Interest Policy

Reviewed: November 2025

Review Date: November 2026

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 Ifield School has a written conflicts of interest policy in place available for inspection. This policy confirms that Ifield 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 Ifield School manages conflicts of interest under usual 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

Once a declaration of interest is identified, the Exams Officer liaises with the relevant staff member to understand the potential risks involved.

Managing Conflicts of Interest

A conflicts of interest record is maintained and any potential conflict declared by centre staff is centrally recorded. The relevant awarding body is informed (where required by the nature of the conflict) of specific conflicts of interest before the published deadline for entries for each

examination series, by identifying and following the individual awarding body's administrative process.

The agreed measures put in place to mitigate any potential risk to the integrity of the qualifications affected are recorded and the affected member of staff is informed of these.

Roles and Responsibilities

The role of the Head of Centre:

- Ensure conflicts of interest are managed according to the requirements (GR 5.3j).
- 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 5.3j).
- Ensure the records are available where they may be requested by a JCQ Centre Inspector and/or awarding body staff (GR 5.3j).
- 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 5.3j).
- 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 (GR 5.3j).

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 candidates entered for that examination, does not have access to examination materials and does not receive any preferential treatment (GR 5.3j).

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 (GR 5.3j).
 - 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 5.3j).
- 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 5.3j).

Other policies to be read in conjunction with this policy:

- Exams Policy
- Exams Contingency Policy
- Exams Internal Moderation Policy
- Exams Malpractice Policy
- Exams Word Processor Policy
- Exams Complaints Policy
- Exams Whistleblowing Policy
- Exams Cyber Security Policy

Single Equalities Scheme Impact Assessment (Equalities Act 2010)

This policy has been developed to ensure that there is no negative or adverse impact on any individual or group in terms of disability, race, belief, gender, sexual orientation or age. All opportunities for potential positive impact on individuals, groups and the community are embedded within the ethos, vision and values of the school.

Ifield School is committed to achieving Best Value in all decisions made. We use the principles of Best Value as they apply to securing continuous improvement in this school.

Signed by Headteacher:

Signed by Chair of Governors:

CONFLICTS OF INTEREST RECORD

Date Recorded	Staff Name & Job Title	Conflict of Interest (COI)	Measures taken and protocols in place to mitigate any potential risk to the integrity of the qualifications

The records may be inspected by a JCQ Centre Inspector and/or awarding body staff. They might be requested in the event of concerns being reported to an awarding body. 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.