

Conflicts of Interest Policy (Exams)

St Bartholomew's School

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Centre name	St Bartholomew's School
Centre number	51221
Date policy first created	14/04/2025
Current policy approved by	David Fitter
Current policy reviewed by	Adam Robbins
Date of review	01/04/2025
Date of next review	31/03/2026

Key staff involved in the policy

Role	Name
Head of centre	David Fitter
Senior leader(s)	Adam Robbins
Exams officer	Gaele Jenner
Other staff (if applicable)	

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

Reference in the policy to **GR** relates to relevant sections of the current JCQ document **General Regulations for Approved Centres**.

Introduction

It is the responsibility of the head of centre to ensure that St Bartholomew's School has a written conflicts of interest policy for inspection that must be reviewed and updated annually. This policy confirms that St Bartholomew's 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 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 Bartholomew's School manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

General principles

A process is in place to

Survey all relevant staff to identify whether they 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.
- (themselves) taking GCSE/GCE qualifications at another centre.

To Identify and manage any conflicts of interest. We maintain a log of all submissions we receive from all staff involved in the delivery of lessons and all staff involved in supporting the delivery of exams.

Declaration process

Staff complete an online form to identify if they have any conflicts of interest.

Managing conflicts of interest

For internal recording purposes, a conflicts of interest log is maintained and any potential conflict is centrally recorded on the log. The relevant awarding bodies 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 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 is to ensure:

- conflicts of interest are managed according to the requirements in 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

Additional responsibilities:

- to ensure that centre staff are aware of the requirement to declare any interest
- to ensure that declarations are recorded/logged as potential conflicts of interest

The role of the exams office/officer

To ensure the process for collecting declarations of interest is undertaken.

To 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

To 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:

The Exams Officer completes a similar process to identify specifically whether there are any conflicts of interest associated with the exams office and invigilation team. Records are kept and maintained and adjustments made, as necessary, to invigilation rotas etc.

Changes 2024/2025

Under heading **Introduction** reference to 'clear records' changed to **internal records** to reflect the change in GR 5.3j).

Formatting changes made to **Roles and Responsibilities** section.

Centre-specific changes