Exam Conflict of Interest Policy

Swakeleys School for Girls

Date Approved: November 2026

Date of Next Review: November 2027

Control Sheet

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Approved by	Education Committee & Full Trustee Board
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Status	Draft for approval
Policy owner	Mrs C Devereux: Deputy Headteacher
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Target group	Staff, students, trustees, public
Consultation Period	
Chair of Committee signature	

Document History:			
Version	**Date of review**	**Author**	**Note of revisions**
1.2	November 2025	C Devereux	Annual update as per the JCQ guidance and regulations
1.3	November 2026	C Devereux	Annual update as per the JCQ guidance and regulations

Key staff involved in the policy:

Role	Name
Head of centre	Ms K Stevenson
Senior leader(s)	Mrs C Devereux, Deputy Headteacher
Exams officer	Sue Caldwell

Purpose of the policy

The purpose of this policy is to confirm how Swakeleys School for Girls manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

This policy is reviewed and updated annually to ensure that conflicts of interest at Swakeleys School for Girls 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 Swakeleys School for Girls has a written conflicts of interest policy for inspection that must be reviewed and updated annually. This policy confirms that Swakeleys School For Girls:

- manages conflicts of interest **by informing the awarding bodies**, before the published deadline for entries for each examination series, of:
  i. any members of centre staff who are taking qualifications at their own centre which include internally assessed components/units
  ii. 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. This requirement also extends to centre staff conducting internally assessed or externally assessed Speaking, Listening or Oracy components/units.
- **maintains internal records** of all instances where:
  i. 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
  ii. centre staff are taking qualifications at their own centre which **do not** include internally assessed components/units
  iii. centre staff are taking qualifications at other centres (GR 5.3)

General principles

A process is in place to collect any conflict of Interest information known or unknown in preparation for the beginning of the exams seasons. This will be done via email from all Centre staff to identify and manage any conflict of interest.

Declaration process

A declaration of interest form is emailed to all staff in January. Completed forms must be sent back to exams office by the deadline of 21st February for final entries.

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 by the EO. The relevant awarding body will be informed of specific conflicts of centre staff before the deadline of published entries.

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:

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

The role of the exams office/officer:

The EO will ensure the process for collecting declarations of interest is undertaken and 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

The EO will 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.

Centre-specific changes

Following the centre review no changes were required for this policy.