

Our Lady's Catholic High School

Conflict of Interest Policy (Exams)

Love, Learn, Grow

At Our Lady's, we place Christ at the heart of everything we do. Through our school 'Being One of Ours' virtues, we nurture each individual to love, learn and grow in their unique, God-given potential, ready to be of service to the world.

Reviewed: Spring Term 2026

Next Review: Spring Term 2027

Exams Conflict of Interest Policy

Centre Name	Our Lady's Catholic High School
Centre Number	46637
Date policy first created	19/01/2024
Current policy approved by	Matt Power
Current policy reviewed by	Matt Power
Date of next review	Spring Term 2026

Key staff involved in the policy

Role	Name
Head of Centre	Richard Charnock
Senior Leader(s)	Matt Power
Exams Officer	Louise Gavell

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

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 Our Lady's Catholic High School has a written conflicts of interest policy in place available for inspection. This policy confirms that Our Lady's Catholic High 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 (GR 5.3)

Purpose of the policy

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

General principles

A process is in place to collect any instances of conflicts of interest from all centre staff to identify and manage any potential conflicts of interest.

Declaration process

All centre staff are emailed by the Exams Officer in the autumn term and are asked to declare any conflicts of interest.

Managing conflicts of interest

All instances of conflict of interest are logged in a central spreadsheet and the relevant awarding body is informed. Our Lady's Catholic High school then follows the individual awarding body's administrative process. The agreed measures/protocols are put in place to mitigate any potential risk to the integrity of the qualifications affected. These 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

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

Additional Responsibilities:

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

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 (GR 5.3)
- 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 5.3)