



CONFFLICT OF INTEREST EXAM POLICY

Policy:	Conflict of Interest Exams Policy
Age Range:	Secondary
Type:	Non-Statutory
Sub Committee:	Finance, Site and Health & Safety
Governing Body Approval:	10 th December 2025
Review Date:	December 2026
Staff Lead:	Sarah Hegarty

Version Control

Version	Key Changes	Sub Committee Approval (Date)	Full GB Approval (Date)	Review Date
1.0	<ul style="list-style-type: none"> • Annual review in line with JCQ guidance • Format • Staff Lead 	3 rd December 2025	10 th December 2025	December 2026

Review

Monitoring, Evaluation and Review

The Senior Leadership Team will annually review this policy on the publication of updated JCQ regulations, and make any further recommendations to the Governing Body.

The Governing Body will monitor the application of this policy and associated procedures in order to ensure its continued effectiveness and compliance.

Headteacher:



Chair of Governors:



Date: 10th December 2025

Introduction

As detailed in section 5.3z of the General Regulations for Approved Centres: 1 September 2024 to 31 August 2025, published by the Joint Council of Qualifications (JCQ), there is the requirement for a conflicts of interest policy to be in place and available for inspection. It is the responsibility of the head of centre to ensure that Abertillery Learning Community has a written conflicts of interest policy.

This policy confirms that Abertillery Learning Community

- 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 at either the centre itself or other centres; centre staff are taking qualifications at their own centre which do not include internally assessed components/units; and centre staff are taking qualifications at other centres. (General Regulations for Approved Centres, section 5.3j)

This policy is reviewed and updated annually on the publication of updated JCQ regulations.

Purpose of the policy

As a registered exam centre, Abertillery Learning Community is required to take all reasonable steps to ensure that any conflicts of interest in relation to the delivery and awarding of examinations/assessments are identified, recorded and managed effectively.

A conflict of interest occurs where any member of staff who has access to privileged information, or is responsible for making decisions about assessment outcomes, could, potentially, use that information, or their position, to give an unfair advantage to students with whom they have a relationship and who are entered for an examination/assessment at the centre or any other centre. A potential conflict of interest also occurs where a member of centre staff is entered for an examination/assessment.

The purpose of this policy is to confirm how Abertillery Learning Community manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

General principles

A process is in place to collect any declarations of interest, including those relating to relationships with students outside of school, from all centre staff to enable the centre to identify and manage any potential conflicts of interest.

Declaration process

A form is used to collect declarations of interest and this is sent to staff in the autumn term of each year. This information is reviewed by the Assistant Headteacher with responsibility for exams and the Exams Officer.

Managing conflicts of interest

A log of conflicts of interest is maintained and any potential conflict declared by centre staff is centrally recorded on this. The relevant awarding body/bodies is/are informed (where required by the nature of the conflict) of specific conflicts of interest/centre staff declarations by 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.

Roles and responsibilities

The role of the Head of Centre is to ensure that, in line with Section 5.3j of the General Regulations for Approved Centres:

- conflicts of interest are managed according to the requirements;
- 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;
- 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;
- 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;
- 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;
- 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.

The role of the Exams Manager is to, in line with Section 5.3j of the General Regulations for Approved Centres:

- ensure that 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; and/or 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.