



Pendle Education Trust



Policy/Procedure/Guideline Review

Policy/Procedure/Guideline:

Conflict of interest (exams) policy

Senior Manager Responsible:

Mrs Sarah Leak

Assistant Principal

Trust Approval:

Review date:

December 2025



Conflict of interest declarations

Awarding bodies must be informed about any potential conflict of interest.

About conflict of interest

The conflict of interest process is designed to protect the integrity of the exams system and also helps to ensure that staff members at schools and colleges are protected if there is an allegation of malpractice due to a perceived, or real, conflict.

Full details of the regulations can be found in the [JCQ General Regulations for Approved Centres Booklet](#) in section 5.3 (i).

Responsibility

The Head of Centre is responsible for managing the conflict of interest process and must determine how they do so. The JCQ regulations explain what must be reported to the awarding bodies and what information must be kept on record at the school/college.

The Head of Centre must ensure that any records include details of what measures will be taken to mitigate any potential risk to the integrity of the affected qualifications.

Reporting

Awarding bodies must be informed about conflict of interest before the published [deadline for entries](#) for **each examination series**. Information is collated by the Exams Officer and Senior Leader responsible for Assesment to know about any members of school/college staff who are:

- taking qualifications which include internally assessed components/units at their own school/college
- teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (eg children) for qualifications which include internally assessed components/units.

All staff (teaching and non teaching) in school must sign the declaration form for conflict of interests, including where they have no conflict of interest, to ensure that all have conflicts of interest have been accounted for.

Entering members of staff for qualifications at their own school/college should be a last resort, when the individual has been unable to find an alternative. In this case the Head of Centre must ensure that:



- the usual protocols are in place to prevent the staff member from accessing exam materials prior to the exam, and that other staff understand the importance of maintaining the integrity and confidentiality of the exam materials
- the member of staff does not receive any preferential treatment.

Keeping records

The Head of Centre is responsible for ensuring that their school/college 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 (eg children) being entered for examinations and assessments either at the school/college itself or other centre
- school/college staff are taking qualifications at their centre which do not include internally assessed components/units
- school/college staff are taking qualifications at other centres.

These records must:

- include details of the measures which have been put in place to mitigate any potential risk to the integrity of the affected qualifications
- be available for inspection by a visiting JCQ Centre Inspector and/or awarding body staff
- be available if requested in the event of concerns being reported to an awarding body
- be kept until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed (whichever is later).

