

Conflicts of Interest Policy (Exams)

The Hart School

Conflicts of Interest Policy (Exams)

Centre name	The Hart School
Centre number	30385
Date policy first created	08/09/2023
Current policy approved by	Jude Mahon - Vice Principal
Current policy reviewed by	Jude Mahon - Vice Principal
Date of review	04/09/2026
Date of next review	04/09/2027

Key staff involved in the policy

Role	**Name**
Head of centre	Rachael Sandham
Senior leader(s)	Anita Cleary / Ben Brennan / Heidi Goodall / Jude Mahon / Louisa Burnett / Nathan Lewis / Sandip Dosanjh / Shara Davies
Exams Officer	Fran Kinnstein
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that conflicts of interest at The Hart 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 The Hart School has in place for inspection a written conflicts of interest policy that must be reviewed and updated annually. This policy confirms that The Hart 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 (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:

- 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 The Hart School manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

General principles

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

Declaration process

An electronic Declaration of Interest form is sent to all centre staff at the start of September via email. Staff complete and return to the Exams Officer before mid January (prior to the submission of Summer exam 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. The relevant awarding body/bodies is/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 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.

Additional information:

Not applicable

Roles and responsibilities

The role of the head of centre is to ensure:

- conflicts of interest are managed according to the requirements in *General Regulations for Approved Centres* (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 - Ensure that declarations are recorded/logged as potential conflicts of interest

The role of the exams office

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 (This requirement also extends to centre staff conducting internally assessed or externally assessed Speaking, Listening or Oracy 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:

Not applicable

Changes 2026/2027

(Updated) To include where reference is made to members of centre staff teaching and preparing those with whom they have close relationshps, this requirement also extends to centre staff conducting internally assessed or externally assessed Speaking, Listening or Oracy components/units.

Centre-specific changes

Upon review in September 2026, no additional centre-specific updates or changes were applicable to this document.