

Conflicts of Interest Policy (Exams) 2026/27

Conflicts of Interest Policy (Exams)

Centre name	Bishop Stopford's School
Centre number	12508
Date policy first created	02/11/2026
Current policy approved by	Governing Body
Current policy reviewed by	Lisa Williams
Date of next review	22/09/2027

Key staff involved in the policy

Role	**Name**
Head of centre	Tammy Day
Senior leader(s)	Shabneez Tagually
Exams officer	Lisa Williams

This policy is reviewed and updated annually to ensure that conflicts of interest at Bishop Stopford's 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**.

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Introduction

It is the responsibility of the head of centre to ensure that Bishop Stopford's School has a written conflicts of interest policy for inspection that must be reviewed and updated annually. This policy confirms that Bishop Stopford's 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 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 Bishop Stopford's School manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

General principles

A process is in place to collect declarations of interest from all centre staff involved in the exams process including exam invigilators to identify and manage any potential conflicts of interest.

Declaration process

A declaration of interest form is sent to all staff involved in the exams process. Completed forms must be returned to the exams officer before the exam season begins.

Managing conflicts of interest

For internal recording purposes, a conflicts of interest log is maintained and any potential conflict declared by staff is centrally recorded on the log. The relevant awarding body is 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 protocols 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 protocols.

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

The role of the exams office/officer

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

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.