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School and Sixth Form Centre
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Conflicts of Interest Policy (Exams)

Wyedean School & Sixth Form Centre

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Centre name	Wyedean School & Sixth Form Centre
Centre number	57161
Date policy first created	20/10/2025
Current policy approved by	Full Governing Body
Current policy reviewed by	Suzanne Howells
Date of review	10/11/2026
Date of next review	10/11/2027

Key staff involved in the policy

Role	**Name**
Head of centre	Gwennan Jeremiah
Senior leader(s)	Emma Hemsley Assistant Principal Academic
Exams Manager	Suzanne Howells
Other staff (if applicable)	Sharon Jones EO

This policy is reviewed and updated annually to ensure that conflicts of interest at Wyedean School & Sixth Form Centre are managed in accordance with current requirements and regulations and reflects centre practice.

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 Wyedean School & Sixth Form Centre has in place for inspection a written conflicts of interest policy that must be reviewed and updated annually. This policy confirms that Wyedean School & Sixth Form Centre:

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 Wyedean School & Sixth Form Centre manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

General principles

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

Declaration process

A Declaration of Personal Interest form for the current academic year will be sent by the Exams Manager by email to all centre staff involved in the process. Staff will be required to:

• confirm their understanding of what a personal interest in a candidate relates to
• (where applicable) declare no personal interest in any candidate
• (where applicable) declare a personal interest in a candidate and identify their role(s) in the arrangements
• confirm awareness of the need to maintain the confidentiality of the grades determined by the centre
• return the completed declaration to the Exams Manager

Managing conflicts of interest

A Conflicts of Interest log will be maintained to record any potential conflicts of interest declared by centre staff.

The log will record the nature of potential conflict and a decision by the Assistant Principal Academic, if this is deemed a potential risk to the integrity of the centre's assessments

Where applicable, the log will record appropriate additional controls put in place to mitigate any potential risk to the integrity of the centre's assessments and to ensure fairness in later process reviews and appeals, carefully considering the need if to separate duties and personnel

Additional information:

N/A

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:

n/a

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:

n/a

Changes effective from 1 September 2026

(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

no centre specific updates