



Westbridge Academy Conflict of Interest Policy 2024-2025

Contents

1. Introduction	2
2. Purpose.....	3
3. General Principles.....	3
4. Declaration Process	3
5. Managing Conflicts of Interest	3
6. Roles and Responsibilities.....	4
6.1 Head of Centre	4
6.2 Exams Officer	4
Appendix 1: Staff Declaration of Interests (Examinations) Template.....	4
Appendix 2: Relationships with Students Outside of Work Declaration template.....	5
Appendix 3: Summary of Mitigations for Each Type of Conflict of Interest	6
Appendix 4: Conflict of Interest Log Template for Exams Series Summer 2025	9

1. 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 to have a conflicts of interest policy in place and available for inspection.

It is the responsibility of the Raedwald Trust to ensure that the Head of Centre has a written conflicts of interest policy. This policy confirms that Raedwald Trust:

- 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.

2. Purpose

With registered exam centres at Parkside Academy and Westbridge Academy, Raedwald Trust 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 Raedwald Trust examination centres manage conflicts of interest under normal delivery arrangements in accordance with the regulations.

3. 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.

4. Declaration Process

An electronic form (<https://forms.office.com/e/FVagL0bqc1>) is used to collect declarations of interest and this is sent to staff in January of the Spring term each year. This information is reviewed by the Head of Centre with responsibility for exams and the Exams Officer.

5. 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.

6. Roles and Responsibilities

6.1 Head of Centre

The Head of Centre will ensure that:

- conflicts of interest are managed according to the requirements;
- ensure that centre staff are aware of the requirement to declare any conflicts of interest;
- 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; and
- 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.

6.2 Exams Officer

The role of the Exams Manager is to:

- 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; and
- 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.

Appendix 1: Staff Declaration of Interests (Examinations) Template

Name of Staff:

Are you taking any qualifications, or planning to take any GCSE qualifications, at Raedwald Trust or another school/exam centre during the coming academic year?

☐ Yes ☐ No

If yes, please provide details of the qualification(s) and confirm the exam centre being used:

Are you teaching and/or preparing members of your family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for GCSE qualifications that include internally assessed components or units during the coming academic year?

☐ Yes ☐ No

If yes, please provide details of the qualification(s) and confirm the exam centre being used:

Are you tutoring (paid or unpaid) a student at either Raedwald Trust or another school/exam centre for GCSE qualifications that include internally assessed components or units during the coming academic year?

☐ Yes ☐ No

If yes, please provide details of the qualification(s) and confirm the exam centre being used:

Are you a member of the academy exams team and have a member/members of your family (including stepfamily, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for GCSE exams at either Raedwald Trust or another school/exam centre?

☐ Yes ☐ No

If yes, please provide details, including the qualifications being studied and exam boards:

Declaration: I understand that, by returning this declaration, I am confirming that the information above is complete and correct to the best of my knowledge and belief. I undertake to keep this declaration up to date while I hold any position that requires it, and to renew it each year.

Signature: Date:

It is recognised that there may be circumstances whereby employees of the school are known to pupils outside of work. Staff must declare any relationship outside of the school that they may have with students.

Employee Name	Student Name	Relationship

I can confirm that I am fully aware of the code of conduct relating to contact out of the school with pupils in line with this policy.

I can confirm I have read and understood the JCQ Suspected Malpractice in Examinations and Assessments: Policies and Procedures. I understand that failure to abide by this declaration will render me liable for sanctions or penalties as set out in the Policies and Procedures publication

If I am tutoring a pupil outside of the school, I am aware that the following must be adhered to:

- I do not, at any point, teach the child in question as part of my daily timetable – this is a stipulation of such tutoring
- I emphasise to parents that this is done completely independently of the school
- no monies come through the school at any point, either informally (e.g. via the pupil) or formally
- no private tutoring has/will take place on the school premises.

I confirm that if these circumstances change at any time, I will complete a new form to ensure the school are aware of any relationships.

Full Name _____

Current Position _____

Signed by _____ Date _____

Once completed, signed and dated, please return this form to Amanda Lockwood, Examinations Officer.

Conflict of interest	Mitigations in place to mitigate any potential risk to the integrity of the qualifications affected
<p>As a last resort where unable to find another centre:</p> <ul style="list-style-type: none"> Member of centre staff is taking a qualification(s) at this centre which includes an internally assessed component/unit: <ul style="list-style-type: none"> Conflict of interest declared to relevant awarding body before the published deadline for entries (for each affected examination series) 	<ul style="list-style-type: none"> The member of centre staff is prevented from having access to confidential examination/assessment materials prior to exam(s)/assessment(s). The centre briefs other staff on maintaining the integrity and confidentiality of exam/assessment materials. The member of centre staff is treated in the same way as any other candidate entered for that qualification, does not have access to examination materials and does not receive any preferential treatment.
<p>Member of centre staff is teaching and preparing a member of family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for a qualification(s) which includes an internally assessed component/unit.</p> <ul style="list-style-type: none"> Conflict of interest declared to relevant awarding body before the published deadline for entries (for each affected examination series) 	<ul style="list-style-type: none"> Every effort is made to avoid situations where a candidate is assessed by a person who has a close personal relationship with the candidate. The member of centre staff is not solely involved in making assessment decisions for the affected candidate for any internally assessed component/unit. The marked work of the affected candidate is submitted for moderation whether or not it is part of the moderation sample
<p>Member of centre staff is a member of exams office staff and has a member of 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 this centre or another centre</p>	<ul style="list-style-type: none"> The member of exams office staff does not have unaccompanied access to confidential examination materials (for example, question papers, pre-release materials, answer scripts, etc.) for the qualifications in question on the days of these exams. On the days of exams in the qualifications in question, another person confirms and signs/dates that the exam packs remain sealed and have not been opened. The member of exams office staff commits to not contacting their family member on the morning or afternoon of exams in the qualifications in question. If the candidate is sitting the exams at this centre, another person is present for particular administrative arrangements relating to the candidate's exams/assessments
<p>Member of staff is taking a qualification at this centre which does not include internally assessed components/units</p>	<ul style="list-style-type: none"> The member of centre staff is prevented from having access to confidential examination materials prior to exam(s). The centre will brief other relevant centre staff on maintaining the integrity and confidentiality of examination materials. The member of centre staff is treated in the same way as any other candidate entered for that qualification, does not have access to examination

	materials and does not receive any preferential treatment
Member of staff is taking a qualification at another centre	<ul style="list-style-type: none"> The member of centre staff does not have access to confidential examination materials for the same awarding body qualification if this is delivered in the centre.

Appendix 4: Conflict of Interest Log Template for Exams Series Summer 2025

This log is used for managing conflicts of interest as required by JCQ's:

- General Regulations for Approved Centres, section 5.3
- Instructions for conducting non-examination assessments, section 6.1
- Instructions for conducting coursework, section 8.2

The relevant awarding body must be informed (where required by the nature of the conflict) before the published deadline for entries for each examination series.

The individual awarding body's administrative process to do this should be identified and followed.

- AQA [Conflict of interest declarations](#)
- OCR [Conflict of interest](#)
- Pearson [Centre Declarations of Interest | Pearson qualifications](#).
- WJEC [Centre Information](#)

This log is intended to support the centre in centrally recording any potential conflicts of interest identified from collecting centre staff declarations and to include details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected.

If a conflict is identified that does not appear within the scenarios identified in JCQ's General Regulations for Approved Centres or is not covered in awarding body guidance, then it is recommended that advice should be obtained directly from the relevant awarding body/bodies on how this should be managed.

CONFLICTS OF INTEREST LOG 2024/25

Date recorded	Staff name & job title(s)/role(s)	Conflict of interest (COI)	Measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected

The records may be inspected by a JCQ Centre Inspector and/or awarding body staff. They might be requested in the event of concerns being reported to an awarding body. The records must be 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.