



*Saint Joseph's*  
CATHOLIC SCHOOL

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**CONFLICT OF INTEREST  
POLICY (Exams)  
2025/26**

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Date of next review	

### Key staff involved in the policy

Role	Name(s)
Head of centre	Mr Higgins
Senior leader(s) i/c exams	Mr Rooney, Mr Ford
Exams officer	Mrs Elaine Oakley

## CONFLICT OF INTEREST POLICY

It is the responsibility of the head of centre to ensure that a written conflicts of interest policy in place available for inspection. This policy confirms that we:

- 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/unit
  - any members of centre staff who are teaching and preparing members of their family (which includes stepfamily, 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 stepfamily, 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)
- This information will be collected each year in case there are any changes
- Changes which arise within the same academic year must be brought to the attention of the exams officer immediately
- This information is held on file as a means of protection for both staff and the school.
- Exam boards will be notified of the necessary information on or before the entries deadline as stated in JCQ General Regulations.
- Ensure 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
- Ensure 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 (GR 5.3)
- Where there is a conflict-of-interest measures will need to be taken to mitigate risk, these will be noted on the data collection form and the member of staff informed. These measures will be outlined by a member or SLT and the EO.
- 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 (GR 5.3).