

Conflicts of Interest 2025/26

Policy/Procedure creator: Gemma Ramel

Policy/Procedure created/reviewed: 01.12.2025

Centre Name	Etonbury Academy
Centre Number	15168
Date procedure first created	20/12/23
Current procedure reviewed by	Gemma Ramel
Current procedure approved by	Jo Young
Date of next review	01.12.2026

Key staff involved in the procedure

Role	Name
Exams officer	Gemma Ramel
Senior leader(s)	Ravi Baga, Rhys Kirkman, Michael Craddock
Head of centre	Jo Young
Other staff (if applicable)	Jackie Davison

Introduction

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

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 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 Etonbury Academy 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 personal interest from all staff involved in the arrangements for all examinations undertaken in 2025 and 2026 and to manage any potential conflicts of interest. from all centre staff to to identify and manage any potential conflicts of interest.

Declaration process

A google form is sent to all centre staff to complete in September which will raise any potential conflicts of interest. If there are any, the staff are then asked to fill in a hard copy of the Conflict of Interest form.

They 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 and endorsements determined by the centre

Completed forms are returned to the Exams officer by the end of September.

Roles and responsibilities

The role of Head of centre

- Ensure 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 (GR 5.3)
- Ensure the records are available where they may be requested by a JCQ Centre Inspector and/or awarding body staff (GR 5.3)
- Ensure 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 (GR 5.3)
- Ensure 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
- 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)

- **Additional responsibilities** Ensure that centre staff are aware of the requirement to declare any interest

The role of Exams officer

- Ensure 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

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 (GR 5.3)

- 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)

- **Additional responsibilities** Not Applicable