



**Conflicts of Interest Policy**

Summer 2025

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| Policy approved by |
|  |
| Date of approval |  |

Introduction

Castle Manor Academy manages conflicts of interest in accordance with the JCQ [General Regulations for Approved Centres](https://www.jcq.org.uk/exams-office/general-regulations/) (section 5.3). Roles and responsibilities for normal delivery arrangements are detailed in the Exams Policy to ensure that awarding bodies are informed (where required) of any relevant conflict declared by members of centre staff and records are maintained that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries.

Our general centre policies regarding malpractice, maladministration and conflicts of interest have been reviewed to ensure they address the specific challenges of delivery in Summer 2025.

Purpose of the policy

This policy addresses how we are managing any potential conflicts of interest under the specific arrangements for delivery in Summer 2025.

General principles

A process is in place to collect any declaration of personal interest from all staff involved in the arrangements for Summer 2025 and to manage any potential conflicts of interest.

*Where reference is made to candidates, this includes any private candidates accepted by the centre*

**Declaration process**

* A *Declaration of Personal Interest form* for Summer 2025 will be sent by P Cleary/EO electronically 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 and endorsements determined by the centre
	+ return the completed declaration to P Cleary by April 2025

### Managing conflicts of interest

* A *Conflicts of Interest log* for Summer 2025 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 V Whitcombe/HoC, if this is deemed a potential risk to the integrity of the centre’s assessments
* 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

Individual awarding body instruction/guidance will be followed if there is any change (for summer 2025) to their normal procedures for informing of conflicts of interest.



Conflicts of Interest form 2024/25

Declaration on Interest form template

Delete this text box when the information contained below is understood

This template is provided as a good practice example **only** and provides a starting point/framework on which to build your centre’s processes for identifying staff and collecting staff declarations (as required by the awarding bodies as detailed in the JCQ publication [General Regulations for Approved Centres](https://www.jcq.org.uk/exams-office/general-regulations), section 5.3d.

**Customise** the template for use in your centre by:

* deleting information that is not relevant
* amending/adding information that may not be included here that is relevant

Alternatively, you may decide to create an electronic process (for example, a Google Form) to collect declarations.

See also [Conflict of Interest log template](https://www.theexamsoffice.org/key-documents/)

To comply with the regulations, the centre is required to manage Conflicts of Interest and inform the relevant awarding body/bodies for any of their qualifications 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 centre which do not include internally assessed components/units;
* centre staff are taking qualifications at other centres.

To ensure compliance, you must declare (by ticking) any of the statements that apply to you and complete the required information in the white boxes.

|  |  |  |  |
| --- | --- | --- | --- |
| Your name |  | Your job title(s) |  |
| Subject(s) you teach (if applicable to your role) |
|  |

Please tick any statement/statements that applies/apply to you and complete the required information (or will apply to you during the 2024/25 academic year)

* I am taking a qualification(s) at this centre which includes an internally assessed component/unit

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification(s) I am taking | Awarding body | Qualification type | Specification (Subject) |
|  |  |  |
| Steps I have taken to seek an alternative centre at which to take the qualification(s) |
|  |

* I am teaching and preparing a member of my family or close friend/member of their immediate family for a qualification(s) which includes an internally assessed component/unit

(Where more than one related person, please complete a separate form)

|  |  |
| --- | --- |
| Name of related person (the candidate) |   |
| Candidate number |  | Relationship to me |  |
| Qualification(s) being taught and prepared for | Awarding body | Qualification type | Specification (Subject) |
|  |  |  |

* I am a member of exams office staff and have a member of my family or close friend/member of their immediate family being entered for examinations and assessments at this centre or another centre

(Where more than one related person, please complete a separate form)

|  |  |
| --- | --- |
| Name of related person (the candidate) |   |
| Where the candidate is being entered | □ This centre □ Another entering centre (tick box as applies) |
| Candidate number (if this centre) |  | Relationship to me |  |
| Entering centre name (if not this centre) |  |
| Entering centre number (if known) |  |

* I am taking a qualification at this centre which does not include internally assessed components/units
* I am taking a qualification at another centre

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Qualification(s) I am taking | Awarding body | Qualification type | Specification (Subject) | Exam series |
|  |  |  |  |
| Entering centre name  |  |
| Entering centre number (if known) |  |

Date declaration(s) made: Signature to confirm declaration(s):

This completed form (including date and signature) must be returned to the Exams Officer.

The declaration(s) you have provided will be used to inform the relevant awarding body/bodies (where required) and to record *details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected*. You will be informed if/where any measures or protocols put in place directly affect you.

**All records are subject to inspection by the JCQ/awarding body on request and will 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 (for the relevant exam series).**

**FOR HEAD OF CENTRE/EXAMS OFFICER USE ONLY**

|  |  |
| --- | --- |
| Date  | Action |
|  | Completed Declaration form received |
|  | Declaration(s) recorded on Conflict of Interest (COI) log |
|  | Awarding body/bodies informed of specific COI (where applicable) |
|  | Staff member informed of measures/protocols in place to manage the risk represented by the COI |

Conflicts of Interest log – Summer 2025

|  |  |
| --- | --- |
| Date recorded | Staff name & role(s) |
|  |  |
| Nature of potential conflict  |
|  |
| Deemed a potential risk  | Yes / No |
| Additional controls put in place to mitigate any potential risk to the integrity of the centre’s assessments and/or to ensure fairness in later process reviews and appeals |
|  |

|  |  |
| --- | --- |
| Date recorded | Staff name & role(s) |
|  |  |
| Nature of potential conflict  |
|  |
| Deemed a potential risk  | Yes / No |
| Additional controls put in place to mitigate any potential risk to the integrity of the centre’s assessments and/or to ensure fairness in later process reviews and appeals |
|  |

|  |  |
| --- | --- |
| Date recorded | Staff name & role(s) |
|  |  |
| Nature of potential conflict  |
|  |
| Deemed a potential risk  | Yes / No |
| Additional controls put in place to mitigate any potential risk to the integrity of the centre’s assessments and/or to ensure fairness in later process reviews and appeals |
|  |

**This record will be retained until the published deadline for appeals has passed or until any on-going appeal, malpractice investigation or other results enquiry has been completed, whichever is later**