



TOWNLEY
— EST 1937 —
GRAMMAR SCHOOL

**EXAMINATIONS
CONFLICT OF INTEREST
POLICY**

Purpose of the policy

The purpose of this policy is to confirm how Townley Grammar School manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

About conflict of interest

The conflict of interest process is designed to protect the integrity of the exams system and also helps to ensure that staff members at schools and colleges are protected if there is an allegation of malpractice due to a perceived, or real, conflict.

Responsibility

The Head of Centre is responsible for managing the conflict of interest process and must determine how they do so. The JCQ regulations explain what must be reported to the awarding bodies and what information must be kept on record at the school/college.

The Head of Centre must ensure that any records include details of what measures will be taken to mitigate any potential risk to the integrity of the affected qualifications.

Reporting

Awarding bodies must be informed about conflict of interest before the published [deadline for entries](#) for **each examination series**. Exam boards need to know about any members of centre staff who are:

- Taking qualifications which include internally assessed components/units at their own school/college
- 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. children) for qualifications which include internally assessed components/units.

Entering members of staff for qualifications at their own centre should be a last resort, when the individual has been unable to find an alternative. In this case the Head of Centre must ensure that:

- The usual protocols are in place to prevent the staff member from accessing exam materials prior to the exam, and that other staff understand the importance of maintaining the integrity and confidentiality of the exam materials
- The member of staff does not receive any preferential treatment.

Keeping records

The Head of Centre is responsible for ensuring that their centre 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. children) being entered for examinations and assessments either at the centre itself or another centre
- Centre staff are taking qualifications at their centre which do not include internally assessed components/units
- Centre staff are taking qualifications at other centres.

These records must:

- Include details of the measures which have been put in place to mitigate any potential risk to the integrity of the affected qualifications
- Be available for inspection by a visiting JCQ Centre Inspector and/or awarding body staff
- Be available if requested in the event of concerns being reported to an awarding body
- Be kept until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed (whichever is later).

The Exams Officer will:

- Ask centre staff to complete the conflict of interest form in September
- Meet with the staff member and agree what steps will be put in place to keep the integrity of the exam and create a declaration to be signed by the staff member, Head of Centre and Exams Officer. This will be kept on record for inspection
- Ensure all conflicts of interest will be submitted to the relevant exam boards by the set deadlines.