



# **Conflicts of Interest Policy (Exams)**

Budmouth Academy

## Conflicts of Interest Policy (Exams)

Centre name	Budmouth Academy
Centre number	55385
Date policy first created	04/07/2024
Current policy approved by	Mr P Hudson, Vice-Principal - Exams
Current policy reviewed by	Mrs J Whitehead
Date of review	10/09/2025
Date of next review	10/09/2026

## Key staff involved in the policy

Role	Name
Head of centre	Mrs S Mashike
Senior leader(s)	Mr P Hudson, Vice-Principal - Exams Mrs S Emms, Vice-Principal and SENDCo
Exams officer	Mrs J Whitehead
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that conflicts of interest at Budmouth Academy are managed in accordance with current requirements and regulations.

Reference in the policy to **GR** relates to relevant sections of the current JCQ document **General Regulations for Approved Centres**.

## Introduction

It is the responsibility of the head of centre to ensure that Budmouth Academy has in place for inspection a written conflicts of interest policy that must be reviewed and updated annually. This policy confirms that Budmouth 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 internal 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 Budmouth Academy manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

## General principles

A process is in place to collect completed declaration of interest forms from all Budmouth Academy staff to identify and manage any possible conflicts of interest.

## Declaration process

Budmouth Academy requires staff to sign a Declaration of Interest form for any student who is a close friend or relative as the student starts GCSE/GCE/Vocational courses and then before the published deadline for entries for each examination series. Budmouth Academy records a list of staff who have a conflict of interest and shares that with the Head of Centre/SLT to they are aware and can take necessary actions to mitigate.

## Managing conflicts of interest

All staff who identify that they potentially have a conflict of interest are required to sign a Centre Staff Declaration Form. These forms and a list of all staff involved are kept in a folder in the Exams Office. Declarations are treated confidentially within the bounds of what is required to be reported to the awarding bodies.

### Additional information:

Not applicable.

## Roles and responsibilities

**The role of the head of centre** is to ensure:

- conflicts of interest are managed according to the requirements in *General Regulations for Approved Centres*

(5.3)

- internal 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
- 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
- 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
- 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

Additional responsibilities:

All staff have responsibility for ensuring that they are familiar with the Conflict of Interest policy and guidelines. Staff are required to make a declaration as soon as they become aware of a potential conflict.

#### **The role of the exams office/officer**

To ensure the process for collecting declarations of interest is undertaken.

To 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

To 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.

Additional responsibilities:

Clear records are kept which include details of measures taken to mitigate any potential risk to the integrity of the qualifications involved. Heads of Department/Quality Nominee are informed of any potential conflict of interest within their department. Records are held in the Exams Office to be available for inspection by JCQ inspectors and/or awarding body staff if required, or if they are requested should concerns be reported to an awarding body. They 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. Ultimate responsibility for the Conflict of Interest policy, dissemination of the policy and management of potential and actual conflicts of interest rests with the Head of Centre.

## **Changes 2025/2026**

In terms of JCQ regulations for 2025/2026, no changes are applicable to this policy.

(Updated) The **General principles** section content has been reformatted and will require the user to edit and repopulate this section.

## **Centre-specific changes**

Upon review in September 2025, no centre specific updates or changes were applicable to this document.