Conflict of Interest Policy (Exams)

Centre name	The Roundhill Academy
Centre number	25327
Date of review	31 October 2026
Policy approved by	Natalie Teece
Policy reviewed by	Julia Rann
Date of next review	30 September 2027

Key staff involved in the policy

Role	Names
Head of Centre	Natalie Teece
SLT Member with responsibility for Exams	Julia Rann
Examinations Manager	Tania Taylor

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

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

To be read in conjunction with:

- Malpractice Policy (Exams and Assessments)

Introduction

It is the responsibility of the Head of Centre to ensure that The Roundhill Academy has a written conflicts of interest policy in place available for inspection. This policy confirms that The Roundhill 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. (This requirement also extends to centre staff conducting internally assessed or externally assessed Speaking, Listening or Oracy components/units).

- any person who is connected to the development, delivery or award of qualifications by the awarding organisations **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)

- any person who is connected to the development, delivery or award of qualifications by the awarding organisations

Purpose of the policy

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

General principles

A process is in place to collect declarations of interest from all centre staff to identify and manage any conflicts of interest.

Declaration process

A Microsoft forms is created and all centre staff are required to complete this to indicate whether there are any conflicts of interest and the nature of the conflict for the exam series by a specific date, which is prior to any exam series commencing

Managing conflicts of interest

A conflicts of interest log is maintained and any potential conflict declared by centre staff is centrally recorded on the log. The relevant awarding body / bodies is/are informed (where required by the nature of the conflict) of specific conflicts of interest / centre staff declaration before the published deadline for entries for each examination series, by identifying and following the individual awarding bodies administrative process. The agreed measures / protocols taken / put in place to mitigate any potential risk to the integrity of the qualifications affected are recorded on the log and the affected member of staff informed of these measures/protocols

Roles and responsibilities

The role of the head of centre is to ensure:

- conflicts of interest are managed according to the requirements (GR 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 (GR 5.3)
- the records are available where they may be requested by a JCQ Centre Inspector and/or awarding body staff (GR 5.3)
- 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).
- 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 (GR 5.3)

Additional responsibilities:

Ensure that centre staff are aware of the requirement to declare any interest - Ensure that declarations are recorded / logged as potential conflicts of interest and any undeclared conflicts of interest will be investigated in line with the relevant awarding bodies Malpractice and Maladministration Policy

The role of the exams office/manager

- 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 (This requirement also extends to centre staff conducting internally assessed or externally assessed Speaking, Listening or Oracy components/units) (GR 5.3)

- 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 (GR 5.3)