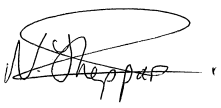
Carisbrooke College

EDUCATION IS OUR CASTLE

Conflict of Interest Policy (Exams)

Centre Number: 59010

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Signature:	
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This policy is reviewed and updated annually to ensure that conflicts of interest at Carisbrooke College 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*, effective from 1 September 2026.

Introduction

It is the responsibility of the head of centre to ensure that Carisbrooke College has a written conflicts of interest policy for inspection that must be reviewed and updated annually. This policy confirms how Carisbrooke College identifies, declares, records and manages conflicts of interest in accordance with JCQ requirements:

The centre manages conflicts of interest by informing the relevant 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 (including step-family, foster family and similar close relationships), or close friends or members of their close friends' immediate family (for example, a son or daughter);
- relevant staff conducting internally assessed or externally assessed Speaking, Listening or Oracy components/units

The centre also **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 Carisbrooke College manages conflicts of interest under normal delivery arrangements in accordance with current JCQ regulations and awarding body requirements.

General principles

A process is in place to collect any declarations of interest from all centre staff to identify and manage any potential conflicts of interest. Conflicts will be recorded, assessed, and mitigated so that the integrity and security of qualifications and assessments are protected.

Declaration process

A Declaration of Conflict of Interest electronic form is sent to all centre staff in the Autumn term with a deadline date. The tracker records the member of staff, the nature of the declared conflict, the qualification/examination affected, any mitigation or action taken, whether the awarding body has been notified where required, and the date of notification.

Where a member of staff does not complete the declaration by the deadline, the Exams Officer will follow up with the member of staff to ensure that a response is obtained.

Managing conflicts of interest

The centre will:

- Inform awarding bodies, before the published deadlines for examination entries of any members of centre staff who are taking qualifications at their own centre which include internally assessed components/units;
- Inform the relevant awarding bodies of 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 maintain clear records;
- declare any possible conflict of interest to the relevant awarding body before the published deadline for entries for each examination series where a member of staff assesses a candidate with whom they have a close personal relationship; and
- where such an assessment conflict cannot be avoided, submit the marked work for moderation, whether or not it is part of the moderation sample, in accordance with JCQ requirements.

Additional information:

Conflicts will be managed on a case-by-case basis. The centre will make every effort to avoid situations in which a candidate is assessed by a person who has a close personal relationship with them. Where a conflict cannot be avoided, appropriate mitigation and awarding body reporting requirements will be followed.

Roles and responsibilities

The role of the head of centre is to ensure:

- conflicts of interest are managed according to the requirements in GR 5.3 and other relevant JCQ/awarding body requirements;
- 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:

To ensure centre staff are aware of the requirement to declare any conflict of interest and log them appropriately as conflicts of interest.

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, including relevant speaking, listening, or oracy components/units;
- ensure that any possible conflict where a member of staff assesses a candidate with whom they have a close personal relationship is declared to the relevant awarding body before the published deadline for entries;
- ensure that, where such a conflict cannot be avoided, the marked work is submitted for moderation as required; and
- 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.

Changes 2026/2027

This policy has been reviewed and updated to reflect the JCQ *General Regulations for Approved Centres*, effective from 1 September 2026. The principal changes incorporated are:

1. the conflicts-of-interest reporting requirement now expressly extends to centre staff conducting internally assessed or externally assessed Speaking, Listening or Oracy components/units; and
2. the policy now expressly covers conflicts where a member of staff assesses a candidate with whom they have a close personal relationship, including the requirement to declare the conflict to the relevant awarding body and, where the conflict cannot be avoided, submit the candidate's work for moderation in accordance with JCQ requirements.