

Conflicts of Interest Policy (Exams)

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Centre name	Fen Rivers
Centre number	18504
Date policy first created	21/10/2024
Current policy approved by	Amanda Fewkes
Current policy reviewed by	Amanda Fewkes
Date of review	11/10/2025
Date of next review	30/09/2026

Key staff involved in the policy

Role	Name
Head of centre	Amanda Fewkes
Senior leader(s)	James Thompson Jodie Reedman Rachel Good
Exams officer	Heidi Leggett
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that conflicts of interest at Fen Rivers 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 Fen Rivers has in place for inspection a written conflicts of interest policy that must be reviewed and updated annually. This policy confirms that Fen Rivers:

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 Fen Rivers manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

General principles

A process is in place to collect information from all centre staff to identify and manage potential conflicts of interest

Declaration process

A hard copy declaration of interest form will be sent to all staff involved in the examinations in any way (all secondary staff) at the start of every examinations period. This will be returned to the examinations officer who will hold these securely in the exams file and flag up any risk to the Head of Centre to determine necessary action.

Managing conflicts of interest

For internal recording purposes, a conflicts of interests log is maintained and potential conflict of interest declared by centre staff is centrally recorded on the log. The relevant awarding body is informed (as required dependent on the nature of the conflict) before the published entry deadline for entries for each examinations series by identifying and following the administrative process for each individual awarding body.

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:

Amanda Fewkes - to ensure that centre staff are aware of the requirement to declare any interest.

Heidi Leggett - to ensure that declarations are recorded / logged as potential conflicts of interest and exam boards are made aware.

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:

Not applicable.

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

No additional centre specific changes found on review of policy.