



Conflicts of Interest

Queen Elizabeth's School

Conflicts of Interest

Centre name	Queen Elizabeth's School
Centre number	55247
Date policy first created	26/09/2025
Current policy approved by	Mr Tom Neill
Current policy reviewed by	Julie Dennis
Date of review	04/12/2025
Date of next review	04/12/2026

Key staff involved in the policy

Role	Name
Head of centre	Mr Tom Neill
Senior leader(s)	Claire Porter Christopher Humphreys Charlotte Burrows Matthew Oldfield Sharon George Sophie Dean Kim Ashby Diana Detterick
Exams officer	Julie Dennis
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that conflicts of interest at Queen Elizabeth's School 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 Queen Elizabeth's School has in place for inspection a written conflicts of interest policy that must be reviewed and updated annually. This policy confirms that Queen Elizabeth's School:

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 Queen Elizabeth's School manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

General principles

A process is in place to identify members of staff who have a conflict of interest who are taking qualifications at their own centre which include internally assessed components/units and or are teaching and preparing members of their family for exams from all Center Staff to A process is in place to identify members of staff who have a conflict of interest who are taking qualifications at their own centre which include internally assessed components/units and or are teaching and preparing members of their family from all cent

Declaration process

All staff complete a Declaration of conflict google form which is emailed to all staff at the beginning of the year by the Exams Manager and responses are collected by the Exams Manager before the start of any examinations held at the Centre

Managing conflicts of interest

A conflict of interest log is kept and maintained of all responses. The relevant awarding body/bodies are informed (where required) of any specific conflicts before the published deadline for entries for each exam series as per each awarding bodies administrative process. Agreed measures/protocols are put in place to mitigate any potential risk and the integrity of the qualifications. This could be some or all of the following: a) restriction of access to awarding body sites b) no access to confidential storage or exam papers c) no access to early results d) other members of staff within the department marking internal assessments e) internal assessments for conflicted students being submitted for moderation if they are not on the awarding bodies list of samples

Additional information:

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:

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:

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 2026 no centre specific changes were made