



Registered Charity 1171812

Conflicts of Interest Policy (Exams)

Summary	
Policy Reference Number	10E
Category	Exams
Authorised by	Curriculum Committee
Responsibility of	Exams Officer
Status	Updated April 2025
Next Review Date	October 2025
Centre Name	Connie Rothman Learning Trust
Centre Number	55120

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Key Staff Involved in the Policy

Role	Name
Head of Centre	Edward Rothman
Senior Leader	Michelle Riding
Exams Officer	Kathryn Mellis
Other Staff	The Board of Trustees has delegated approval of this policy to the Curriculum Committee and hold the SLT to account for it's implementation.

This policy is reviewed and updated annually to ensure that conflicts of interest at Connie Rothman Learning Trust 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.

Introduction

It is the responsibility of the head of centre to ensure that Connie Rothman Learning Trust has a written conflicts of interest policy in place available for inspection. This policy confirms that Connie Rothman Learning Trust:

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 Connie Rothman Learning Trust manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

General Principles

A process is in place to make all staff at the Connie Rothman Learning Trust aware that it is their responsibility to declare all conflicts of interest as early as possible, from exam entries at any level, to non exam assessments and coursework. Any undeclared conflict of interest and instances where assessments or exams have taken place where conflict of interest exists may be investigated in line with the Malpractice Policy.

Declaration Process

Any conflict of interest must be declared to the Head of centre before the exam series begins.

Managing Conflicts of Interest

A conflict of interest log is kept and all staff declarations are recorded.

Additional information:

Role and Responsibilities

The role of the head of centre

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

The role of the exams office/officer

- 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 (GR 5.3)
- 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)

Changes 2023/2024

Reference added to the requirement for a conflicts of interest policy to be in place available for inspection (as detailed in JCQ's **General Regulations for Approved Centres**, section 5.3z).

Centre-specific changes

Upon review no centre specific changes were made for 2023/2024.