



# Exam Conflict of Interest Policy

**School Name:** Birch Wood School

**Policy owner:** Philip Leaney

**Date Ratified by Chair of Governors:** 2024

**Reviewed Date:** September 2025

## **PURPOSE**

The purpose of this exam policy is:

- to ensure that exam centres manage conflict of interest efficiently and in line with planned systems.
- to ensure that there are clear guidelines for all relevant staff regarding conflict of interest

It is the responsibility of everyone involved in the Birch Wood School's exam processes to read, understand and implement this policy.

Birch Wood School is committed to actively promoting equality of opportunity in everything that it does and to ensuring differences between all our learners and staff are valued and respected.

## **Conflict of Interest**

The centre 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 or preparing members of their family (which includes stepfamily, 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:

The centre maintains clear records of **all instances** where:

- Exams office staff have members of their family (which includes stepfamily, 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.

The head of centre **must** ensure that the records include details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected. The records may be inspected by a JCQ Inspector and/or awarding body staff. They might be requested in the event of concerns being reported to an awarding body. The records **must** be retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is the later.

Heads of centre and the exams officer(s) are aware that entering members of centre staff for qualifications at their own centre **must** be as a last resort in cases where the member of centre staff is unable to find another centre.

The head of centre is responsible for ensuring 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.

The head of centre **must** 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.