Conflicts of Interest Policy (Exams)

Lightcliffe Academy

Conflicts of Interest Policy (Exams)

Centre name	Lightcliffe Academy
Centre number	37325
Date policy first created	21/09/2026
Current policy approved by	Jo Hackett
Current policy reviewed by	Alex Jeffrey
Date of review	21/09/2026
Date of next review	01/10/2027

Key staff involved in the policy

Role	**Name**
Head of centre	Jo Hackett
Senior leader(s)	Alex Jeffrey
Exams Officer	Gill Camm
Other staff (if applicable)	All staff, including invigilators

This policy is reviewed and updated annually to ensure that conflicts of interest at Lightcliffe Academy are managed in accordance with current requirements and regulations and reflects centre practice.

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 Lightcliffe Academy has in place for inspection a written conflicts of interest policy that must be reviewed and updated annually. This policy confirms that Lightcliffe Academy:

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 (This requirement also extends to centre staff conducting internally assessed or externally assessed Speaking, Listening or Oracy components/units)

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 Lightcliffe Academy manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

General principles

A process is in place to collect information from from all staff to determine any potential conflicts from all centre staff including invigilators to identify and manage any potential conflicts

Declaration process

The exams officer will send out an electronic questionnaire to all staff, information will be collated and kept by the exams officer

Managing conflicts of interest

The relevant awarding bodies will be informed of any conflicts in accoradance with GR5.3 before the deadline for entries

Additional information:

Any staff involved with exams who have a conflict of interest will be overseen by a member of SLT, usually Alex Jeffrey

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:

Not applicable

The role of the exams office

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 (This requirement also extends to centre staff conducting internally assessed or externally assessed Speaking, Listening or Oracy 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 effective from 1 September 2026

(Updated) To include where reference is made to members of centre staff teaching and preparing those with whom they have close relationshps, this requirement also extends to centre staff conducting internally assessed or externally assessed Speaking, Listening or Oracy components/units.

Centre-specific changes

No specific centre specific changes for 26/27