

Introduction

West Sussex Alternative Provision College manages conflicts of interest in accordance with the JCQ General Regulations for Approved Centres (section 5.3). Roles and responsibilities for normal delivery arrangements are detailed in our Examinations Policy 2025-2026 to ensure that awarding bodies are informed (where required) of any relevant conflict declared by members of centre staff and records are maintained that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries.

Our general centre policies regarding malpractice, maladministration and conflicts of interest have been reviewed to ensure they address the specific challenges of delivery in Summer 2025.

Purpose of the policy

This policy addresses how we are managing any potential conflicts of interest under the arrangements for delivery of examinations in Summer 2026.

General principles

A process is in place to collect any declaration of personal interest from all staff involved in the arrangements for Summer 2026 and to manage any potential conflicts of interest.

Where reference is made to candidates, this includes any private candidates accepted by the centre

Declaration process

A *Declaration of Personal Interest form* for Summer 2026 will be sent by the Examinations Officer via Microsoft Form to all centre staff involved in the process.

Staff will be required to

- 🔹 confirm their understanding of what a personal interest in a candidate relates to
- 🔹 (where applicable) declare no personal interest in any candidate
- 🔹 (where applicable) declare a personal interest in a candidate and identify their role(s) in the arrangements
- 🔹 confirm awareness of the need to maintain the confidentiality of the grades and endorsements determined by the centre
- 🔹 return the completed declaration to the Examinations Officer by 1st May 2026.

Managing conflicts of interest

- 🔹 A *Conflicts of Interest log* for Summer 2026 will be maintained to record any potential conflicts of interest declared by centre staff

Reviewed November 2025

- The log will record the nature of potential conflict and a decision by the Examinations Officer with reference to the Data and Communication Manager and the Director of Learning, if this is deemed a potential risk to the integrity of the centre's assessments.
- Where appropriate, the log will record appropriate additional controls put in place to mitigate any potential risk to the integrity of the centre's assessments and to ensure fairness in later process reviews and appeals, carefully considering the need to separate duties and personnel.

The centre notes 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, and ensures:

- 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.
- 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.

Individual awarding body instruction/guidance will be followed if there is any change to their normal procedures for informing of conflicts of interest.

CREATED	April 2021
ADOPTED BY WSAPC	April 2021
ISSUED	April 2021
REVIEWED	November 2025
REVIEW DUE	November 2026

Declaration of Personal Interest form – Summer 2026

Your name		Your job role(s)	
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This completed form must be returned to the Examinations Officer by 1st May 2026.

Confirm your understanding: (Please tick the box to confirm a statement)

- ☐ I understand that a personal interest relates to a candidate who is a member of my family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter)
- ☐ I also understand that a personal interest may also relate to any member of centre staff (who has been entered for a qualification at this centre as a last resort where the member of centre staff is unable to find another centre) for whom a teacher assessed grade will be determined]

You must declare all statements that apply to you: (Please tick the box to confirm a statement)

- ☐ I have no personal interest in a candidate to declare
- ☐ I declare a personal interest in a candidate who is part of a class or cohort for whom I will be:
 - ☐ Determining teacher assessed grades including consideration of evidence and how that evidence informs these grades in accordance with our Centre Policy
 - ☐ Keeping records of any discussions with candidates around the evidence on which grades will be based
 - ☐ Producing assessment records that explain the determination of the final teacher assessed grades
 - ☐ Safely retaining copies of candidates' work and any mark records
 - ☐ Completing a Head of Department Checklist/declaration before submitting subject outcomes for internal standardisation
 - ☐ Involved in the internal quality assurance processes that are in place
 - ☐ Collating grades for all classes/cohorts in preparation for submission to the awarding body/bodies
 - ☐ Inputting grades through the awarding body/bodies grade submission system/systems
 - ☐ Completing the Head of Centre declaration(s) to finalise the submission of grades
 - ☐ Involved in reviews of centre processes and the appeals process

(Where more than one related person, please complete a separate form)

Name of related person (the candidate)			
Candidate number			Relationship to me
Qualification(s) details	Awarding body	Subject code	Subject title

Signature to confirm declaration: _____

By signing here, I am also confirming I am aware of the need to maintain the confidentiality of the grades and endorsements determined by the centre which must not be given to candidates or parents/carers before the issue of results by the awarding bodies

Date declaration form completed and signed: _____

You will be informed of any additional controls put in place that directly affect you/your role to mitigate any potential risk to the integrity of the centre's assessments and to ensure fairness in later process reviews and appeals

This record will be retained until the published deadline for appeals has passed or until any on-going appeal, malpractice investigation or other results enquiry has been completed, whichever is later

Conflicts of Interest log – Summer 2026

Date recorded	Staff name & role(s)
Nature of potential conflict	
Deemed a potential risk	Yes / No
Additional controls put in place to mitigate any potential risk to the integrity of the centre's assessments and/or to ensure fairness in later process reviews and appeals	

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