

Trinity Christian School

Nursery, Primary & Secondary



TRINITY

CHRISTIAN SCHOOL

Exam Conflict of Interest Policy

Created by SLT Date:	Summer 2025
Policy Adopted by Governors:	Summer 2025
Next Review due:	Summer 2026

Exam Conflict of Interest Policy

This Policy supports and should be read in conjunction with the following policies and guidance:

- ✓ Exams Policy
- ✓ Equalities Policy (Exams)
- ✓ JCQ General Regulations
- ✓ JCQ Instructions for Conducting Examinations

Key staff involved in the policy

Role	Name(s)
Exams officer line manager (Senior leader)	Claire Bamford c.bamford@trinityteachers.co.uk
Exams Officer	Sara Ward s.ward@trinityteachers.co.uk
Head of centre	Chris O’Gorman c.ogorman@trinityteachers.co.uk

1. PURPOSE OF THE POLICY

The purpose of this policy is to protect staff and students and the integrity of Trinity Christian School as a centre. Any assessor or other member of staff involved in any way with internal assessments or exam processes must declare any conflict(s) of interest in this regard. This policy applies to all staff and other individuals who interact with the work of the exam boards including teaching and marking.

2. DEFINITION OF CONFLICT OF INTEREST

A conflict of interest occurs when an individual has competing interests or loyalties. The conflict of interest could compromise or appear to compromise their decisions if it is not properly managed. For the purposes of this policy, situations where a conflict of interest occurs are:

- A member of staff taking a qualification at the centre which includes internally assessed components/units (taking at the centre as a last resort where unable to find an alternative centre)
- A candidate being taught and prepared for any qualification (including internally assessed components/units by a member of staff with a personal connection to the candidate)
- A member of exams office staff with a personal connection to a candidate being entered for exams at the centre
- A member of centre staff taking a qualification at the centre which does not include internally assessed components/units (taking at the centre as a last resort where unable to find an alternative centre)
- A member of staff taking a qualification at another centre

3. TRINITY CHRISTIAN SCHOOL'S MANAGEMENT OF CONFLICT OF INTEREST

Trinity Christian School complies with the JCQ and other awarding bodies conflict of interest regulations by:

- Ensuring the relevant awarding bodies are informed of any conflict of interest
- Requiring staff to sign a Declaration of Interest form for any student who is a close friend or relative as the student starts GCSE/vocational courses and then before the published deadline for entries for each examination series
- Recording a list of staff who have a conflict of interest and sharing that with Heads of Department/Quality Nominee so that they are aware and can take necessary action to mitigate
- Maintaining records that confirm the measures taken to mitigate any potential risk to the integrity of the qualifications affected
- Ensuring other relevant centre staff, where they may be involved in the receipt and dispatch of confidential exam materials, are briefed on the requirements for maintaining the integrity and confidentiality of the exam materials.
- Ensuring that no member of staff is asked to assess, invigilate or internally verify the work of a student who is a family member, other relative or close friend

Responsibilities

All staff have responsibility for ensuring that they are familiar with the Conflict of Interest policy and guidelines. Staff are required to make a declaration as soon as they become aware of a potential conflict.

Making a declaration

All staff who identify that they potentially have a conflict of interest are required to sign a Centre Staff Declaration Form. These forms and a list of all staff involved are kept in a folder in the Exams Office.

Declarations are treated confidentially within the bounds of what is required to be reported to the awarding bodies.

Action following a declaration

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 clear 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
- centre 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 at the centre.

They 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.

Ultimate responsibility for the Conflict of Interest policy, dissemination of the policy and management of potential and actual conflicts of interest rests with the Head of Centre.

DECLARATION OF INTEREST FORM

To comply with the regulations, the centre is required to manage conflicts of interest and inform the relevant awarding body/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 clear 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
- centre 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

To ensure compliance, you must declare (by ticking) any of the statements that apply to you and complete the required information in the white boxes.

Your name		Your job title(s)/role(s)	
Subject(s) you teach (if applicable to your role)			

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Please tick any statement/statements that applies/apply to you and complete the required information (or will apply to you during the **2023/24** academic year)

- ☐ I am taking a qualification(s) at this centre which includes an internally assessed component/unit

Qualification(s) I am taking	Awarding body	Qualification type	Specification (Subject)
Steps I have taken to seek an alternative centre at which to take the qualification(s)			

- ☐ I am teaching and preparing 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) for a qualification(s) which includes an internally assessed component/unit (Where more than one related person, please complete a separate form)

Name of related person (the candidate)			
Candidate number		Relationship to me	
Qualification(s) being taught and prepared for	Awarding body	Qualification type	Specification (Subject)

- ☐ I am a member of exams office staff and have 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) being entered for examinations and assessments at this centre or another centre (Where more than one related person, please complete a separate form)

Name of related person (the candidate)			
Where the candidate is being entered		<input type="checkbox"/> This centre <input type="checkbox"/> Another entering centre (tick box as applies)	
Candidate number (if this centre)		Relationship to me	
Entering centre name (if not this centre)		Entering centre number (if known)	

- ☐ I am taking a qualification at this centre which does not include internally assessed components/units
- ☐ I am taking a qualification at another centre

	Awarding body	Qualification type	Specification (Subject)	Exam series

Qualification(s) I am taking				
Entering centre name			Entering centre number (if known)	

- ☐ I am a member of centre staff and have 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) being entered for examinations
(Where more than one related person, please complete a separate form)

Name of related person (the candidate)			
Where the candidate is being entered	<input type="checkbox"/> This centre <input type="checkbox"/> Another entering centre (tick box as applies)		
Candidate number (if this centre)		Relationship to me	

Date declaration(s) made:

Signature to confirm declaration(s):

This completed form must be returned to Sara Ward

The declaration(s) you have provided will be used to inform the relevant awarding body/bodies (where required) and to record details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected. You will be informed if/where any measures or protocols put in place directly affect you.

FOR HEAD OF CENTRE/EXAMS OFFICER USE ONLY

Date	Action
	Completed Declaration form received
	Declaration(s) recorded on Conflicts of Interest (COI) log
	Awarding body/bodies informed of specific COI (where applicable)
	Staff member informed of measures/protocols in place to manage the risk represented by the COI