



CONFLICT OF INTEREST POLICY (Exams)

2024/25

Approved/reviewed by	
John Rothwell	
Date of next review	April 2026

Introduction

The Altus School 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 the Centres Exams policy 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

Purpose of the policy

This policy addresses how we are managing any potential conflicts of interest.

General principles

A process is in place to collect any declaration of personal interest from all staff involved 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

- An email is sent to all school staff by the Exams Officer requesting staff with any conflict of interest make this known to the exams officer by a set date.
- Staff are required to:
 - declare if any members of centre staff are taking qualifications at their own centre which include internally assessed components/units
 - declare if any members of centre staff 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
 - declare if any members of 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 and assessments either at the centre itself or other centres
 - declare if any members of centre staff are taking qualifications at their own centre which do not include internally assessed components/units
 - declare if any members of centre staff who taking qualifications at other centres.

Managing conflicts of interest

- A Conflicts of Interest log for Summer 2025 will be maintained to record any potential conflicts of interest declared by centre staff
- The log will record the nature of potential conflict and steps to manage the risk, if this is deemed a potential risk to the integrity of the centre's assessments
- (Where applicable) 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.
- Where a member of staff is taking a qualification(s) at this centre which includes internally assessed components/units. This will be recorded on the log and be declared to the relevant awarding body before the published deadline for entries (for each affected examination series)
- Where a member of staff is 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 will be recorded on the log and be declared to the relevant awarding body before the published deadline for entries (for each affected examination series).
- Individual awarding body instruction/guidance will be followed if there is any change to their normal procedures for informing of conflicts of interest