Ringwood School

Exams - Conflicts of Interest Policy

Policy Name	Exams – Conflicts of Interest Policy
Date	Sept 2026
Author	Assistant Headteacher – Data and Outcomes
Created on	March 2024
Authorised By	Full Governing Body
Review Frequency	Annual
Review Date	Oct 2027

Conflicts of Interest:

Introduction

It is the responsibility of the head of centre to ensure that Ringwood School has a written Conflicts of Interest policy in place available for inspection. This policy confirms that Ringwood School:

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 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 (GR 5.3)

These records are sent to all staff in the autumn term each year to be updated and confirmed.

These records must:

include details of the measures which have been put in place to mitigate any potential risk to the integrity of the affected qualifications

be available for inspection by a visiting JCQ Centre Inspector and/or awarding body staff

be available if requested in the event of concerns being reported to an awarding body

be kept until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed (whichever is later).

Roles and responsibilities

The role of the Head of Centre

Ensure conflicts of interest are managed according to the requirements (GR 5.3)

Ensure clear 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 (GR 5.3)

Ensure the records are available where they may be requested by a JCQ Centre Inspector and/or awarding body staff (GR 5.3)

Ensure 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 (GR 5.3).

Ensure 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

Ensure 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

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 (GR 5.3)

The role of the Exams office/Officer

Ensure the process for collecting declarations of interest is undertaken.

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 (GR 5.3)

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 (GR 5.3)

Declare any possible conflict of interest to the relevant awarding body before the published deadline for entries for each examination series, i.e. where a member of staff assesses a candidate with whom they have a close personal relationship. For example, members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son or daughter). The candidate's work will be submitted for moderation whether or not it is part of the moderation sample

Parsonage Barn Lane Ringwood Hampshire BH24 1SE T: 01425 475000
E: reception@ringwood.hants.sch.uk www.ringwood.hants.sch.uk
Registered in England and Wales Registration Number: 7552519