



# Examinations Conflict of Interest Policy

## 25/26

Last reviewed: Feb 2026

Next review due: Feb 2027

**We do things differently.....**

**H.E.R.E**

**High Standards**  
**Empathy**  
**Resilience**  
**Emotional Response**

# Contents

Purpose .....	2
Managing Conflicts of Interest.....	2
Head of Centre Responsibilities.....	3
Record Keeping and Inspection .....	3
Data Protection.....	3
Appendix 1 .....	3
Conflict of Interest Declaration Form .....	3
Appendix 2 .....	5
Conflicts of Interest – Background and Guidance .....	5
Related People.....	5
Centre Responsibilities .....	5
Awarding Body Contacts.....	5
Policy Review .....	5

## Purpose

Arbour Academy operates in accordance with the Joint Council for Qualifications (JCQ) General Regulations for Approved Centres (2025–26) and awarding body requirements to ensure that any Conflicts of Interest are identified, recorded, declared and managed effectively.

This policy ensures that:

- The integrity and confidentiality of examinations and assessments are maintained
- No candidate receives an unfair advantage
- The Centre meets its contractual obligations to awarding bodies and regulators

## Managing Conflicts of Interest

The Centre will manage Conflicts of Interest by informing the relevant awarding body or awarding bodies, by the published deadline for entries, of:

- Any member of centre staff who is entered for a qualification at their own centre which includes internally assessed components or units
- Any member of centre staff who is teaching or preparing a member of their family (including step-family, foster family and similar close relationships) or a close friend or their immediate family (e.g., son/daughter) for a qualification which includes internally assessed components or units

The Centre will also maintain clear records of all instances where:

- Exam’s office staff have members of their family (including step-family, foster family and similar close relationships) or close friends or their immediate family entered for examinations or assessments at this centre or another centre
- Centre staff are entered for qualifications at their own centre which do not include internally assessed components or units
- Centre staff are entered for qualifications at other centres

## **Head of Centre Responsibilities**

The Head of Centre must ensure that:

- All Conflicts of Interest are identified and recorded
- Records include details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected
- Any Conflict of Interest is declared to the relevant awarding body in accordance with each awarding body's published procedures
- Appropriate protocols are in place to prevent staff with a Conflict of Interest from accessing confidential examination materials
- All relevant centre staff are briefed on maintaining confidentiality and integrity

Where a member of centre staff is entered for a qualification at the Centre:

- This must be a last resort, where no alternative centre is available
- The staff member must be treated exactly the same as any other candidate
- They must not have access to examination materials
- They must not receive preferential treatment at any stage

## **Record Keeping and Inspection**

- All Conflict-of-Interest records may be inspected by a JCQ Centre Inspector and/or awarding body staff
- Records may be requested in the event of suspected malpractice or regulatory concerns
- Records will be retained for at least one year after results have been issued, and longer where required to support:
  - Reviews of marking
  - Appeals
  - Malpractice investigations
  - Other awarding body enquiries (whichever is later)

## **Data Protection**

All information collected as part of Conflict-of-Interest declarations will be:

- Processed lawfully, fairly and transparently
- Held securely with access restricted to authorised personnel only
- Managed in accordance with the UK GDPR and the Data Protection Act 2018

The lawful basis for processing this information is the Centre's contractual obligation to comply with JCQ and awarding body regulations.

## **Appendix 1**

### **Conflict of Interest Declaration Form**

(To be completed for the relevant academic year)

**Name:**  
**Job title(s):**  
**Subject(s) taught (if applicable):**

Please tick **all statements that apply** and complete the required information.

---

I am taking a qualification at this centre which includes internally assessed components/units

**Qualification Awarding Body Qualification Type Specification**

Steps taken to seek an alternative centre:

---

I am teaching or preparing a member of my family or a close friend / their immediate family for a qualification which includes internally assessed components/units

*(Complete a separate form for each individual)*

**Candidate name:**  
**Candidate number:**  
**Relationship to me:**

**Qualification Awarding Body Qualification Type Specification**

---

I am a member of exams office staff with a related person entered for examinations

**Candidate name:**  
**Relationship to me:**  
**Where entered:**  This centre  Another centre  
**Entering centre name / number (if applicable):**

---

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

**Qualification Entering Centre Centre Number (if known)**

---

I have no Conflicts of Interest to declare

**Date:**  
**Signature:**

---

This form must be returned to the **Exams Officer**.

---

For Head of Centre / Exams Officer Use Only

<b>Action</b>	<b>Date</b>
Declaration received	
Logged on Conflict of Interest register	
Awarding body/bodies notified (where required)	
Staff member informed of mitigation measures	

---

## **Appendix 2**

### **Conflicts of Interest – Background and Guidance**

A Conflict of Interest occurs where a member of staff who has access to confidential information or is involved in assessment decisions could potentially use their position to give an unfair advantage to themselves or a **Related Person** entered for an examination or assessment.

#### **Related People**

Related People include:

- Spouses, children, siblings
  - Close friends or relatives
  - Members of the household where there is regular contact
- 

#### **Centre Responsibilities**

The Centre must:

1. Identify relevant staff
  2. Obtain staff declarations
  3. Record and manage risks
  4. Notify awarding bodies of **specific Conflicts of Interest** where required
  5. Retain records for inspection
- 

#### **Awarding Body Contacts**

*(As per current published awarding body guidance)*

- **AQA:** COIcentredeclarations@aqa.org.uk
- **CCEA:** centresupport@ccea.org.uk
- **OCR:** general.qualifications@ocr.org.uk
- **Pearson:** conflictsofinterest@pearson.com
- **WJEC:** exams@wjec.co.uk

Declarations must be submitted following each awarding body's published procedures.

---

#### **Policy Review**

This policy will be reviewed **annually** and updated in line with:

- JCQ General Regulations
- Awarding body requirements
- Changes to data protection legislation