



# **Exams Conflicts of Interest Policy 2025-26**

The Crypt School

## Exams Conflicts of Interest Policy 2025-26

|                            |                                       |
|----------------------------|---------------------------------------|
| Centre name                | The Crypt School                      |
| Centre number              | 57117                                 |
| Date policy first created  | 16/10/2025                            |
| Current policy approved by | Robert Biggs - Deputy Head (Academic) |
| Current policy reviewed by | Louise Coughlin                       |
| Date of review             | 16/10/2025                            |
| Date of next review        | 01/11/2026                            |

### Key staff involved in the policy

| Role                        | Name                                     |
|-----------------------------|------------------------------------------|
| Head of centre              | Nicholas Dyer                            |
| Senior leader(s)            | Senior Deputy Head, Deputy Head Academic |
| Exams officer               | Hazel Wasley                             |
| Other staff (if applicable) | Louise Coughlin - Exams Assistant        |

This policy is reviewed and updated annually to ensure that conflicts of interest at The Crypt School are managed in accordance with current requirements and regulations.

Reference in the policy to **GR** relates to relevant sections of the current JCQ document **General Regulations for Approved Centres**.

## Introduction

It is the responsibility of the head of centre to ensure that The Crypt School has in place for inspection a written conflicts of interest policy that must be reviewed and updated annually. This policy confirms that The Crypt 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, **and**

**maintains internal 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)

## Purpose of the policy

The purpose of this policy is to confirm how The Crypt School manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

## General principles

A process is in place to collect any declaration of interest from all teaching, support and invigilation staff to identify and manage any potential conflicts of interest

## Declaration process

An electronic declaration of interest is sent to all teaching and support staff in Term 1 of the academic year. Completed forms must be returned to the exams office by the end of Term 1 and responses are reviewed and followed up as necessary.

Exams staff complete a separate form and are also asked to do this during Term 1.

## Managing conflicts of interest

For internal recording purposes, a conflicts of interest log is maintained and any potential conflict declared by centre staff is centrally recorded on the log. The relevant awarding body/bodies is/are informed (where required by the nature of the conflict) of specific conflicts of interest/centre staff declarations before the published deadline for entries for each examination series by identifying and following the individual awarding body's administrative process.

The agreed measures/protocols taken/put in place to mitigate any potential risk to the integrity of the qualifications affected are recorded on the log and the affected member of staff informed of these measures/protocols.

### Additional information:

The head of centre is informed of any conflicts of interest notified to awarding bodies.

## Roles and responsibilities

**The role of the head of centre** is to ensure:

- conflicts of interest are managed according to the requirements in *General Regulations for Approved Centres* (5.3)
- internal 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
- the records are available where they may be requested by a JCQ Centre Inspector and/or awarding body staff
- 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
- 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
- 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
- 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

Additional responsibilities:

To ensure that centre staff are aware of the requirement to declare any conflict of interest.

To ensure that declarations are recorded/ logged as potential conflicts of interest.

### **The role of the exams office/officer**

To ensure the process for collecting declarations of interest is undertaken.

To 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

To 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.

Additional responsibilities:

N/A

## **Changes 2025/2026**

In terms of JCQ regulations for 2025/2026, no changes are applicable to this policy.

(Updated) The **General principles** section content has been reformatted and will require the user to edit and repopulate this section.

## **Centre-specific changes**

No centre-specific updates or changes were applicable to this document.