THE

ADEYFIELD ACADEMY

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Conflict of Interest Policy

Date: **October 2026**

Review Date: **September 2027**

Co-ordinator: **Mr A Hoque**

Signed by……..……. Dawn Mason (Headteacher)

Signed by…….…….. Leanne Stokoe (Chair of Governors)

It is the responsibility of the head of centre to ensure that Adeyfield Academy has in place for inspection a written conflicts of interest policy that must be reviewed and updated annually. This policy confirms that Adeyfield Academy:

- 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 stepfamily, 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)

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

1. Purpose

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

2. General Principles

- A process is in place to collect any declaration of interest from all centre staff to identify and manage any conflict of interest

3. Declaration Process

- A Google Form is emailed to all centre staff and invigilators at the start of the new school year with a deadline of October half term to complete. In this form centre staff and invigilators are instructed to disclose whether they are involved in preparing candidates, have familial or similar relationships with a candidate or are examiners for the upcoming exam season/s

4. Managing Conflicts of Interest

- An online conflicts of interest log is maintained and any potential conflict declared by centre staff is centrally recorded on the log.
- The Head of Center and 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.

5. Roles and Responsibilities

- conflicts of interest are managed according to the requirements in General Regulations for Approved Centres
- 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

6. The Role of the Exams Office

- 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 center
- 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)
- 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.