

Conflicts of Interest

Holmleigh Park High School

Conflicts of Interest

Centre name	Holmleigh Park High School
Centre number	57109
Date policy first created	03/11/2025
Current policy approved by	Dan Hudson
Current policy reviewed by	Laura Young
Date of review	03/11/2025
Date of next review	03/11/2027

Key staff involved in the policy

Role	Name
Head of centre	Dan Hudson
Senior leader(s)	Andy Park Tommy O'Gallagher Sarah Murray Tom Hogarth
Exams officer	Laura Young
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that conflicts of interest at Holmleigh Park High 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 Holmleigh Park High School has in place for inspection a written conflicts of interest policy that must be reviewed and updated annually. This policy confirms that Holmleigh Park High 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 Holmleigh Park High School manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

General principles

A process is in place to Collect all/any declarations of interest from all centre staff to identify and manage any/all conflicts of interest

Declaration process

A google form is sent to all staff and a log is kept of those who complete/do not complete.

Managing conflicts of interest

Alog is maintained and monitored each year. Processes for managing conflicts of interest are agreed with SLT prior to exam seasons beginning and relayed to the member of staff concerned.

Additional information:

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:

All centre staff are aware of the requirement to declare conflict 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:

Not Applicable

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 Changes.