ROSELYN HOUSE SCHOOL

CONFLICTS OF INTEREST POLICY

(EXAMS)

2026 - 2027

This policy is reviewed and updated annually to ensure that conflicts of interest at Roselyn House 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**

Updates for 2026-2027

Introduction

Roselyn House School is required to have in place a Conflicts of Interest policy that enables us to identify, manage and mitigate any potential conflict of interest. All staff and other individuals related to the school have a responsibility to be aware of the potential for a conflict of interest.

Purpose

This policy is to ensure that Roselyn House 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 internal records of all instances where:

- exams office staff have members of their family (which as above, 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 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 Roselyn House 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 centre staff to identify and manage any potential conflicts of interest.

Declaration process

- A declaration of interest form is sent to all centre staff in September/ October. Completed forms must be returned to the Exams Officer.
    - Staff will be required to confirm their understanding of what a personal interest in a candidate relates to

- (where applicable) declare no personal interest in any candidate
- (where applicable) declare a personal interest in a candidate and identify their role(s) in the arrangements
- confirm awareness of the need to maintain the confidentiality of the grades and endorsements determined by the centre

- New staff members during the academic year will complete a conflicts of interest form during induction.

Managing conflicts of interest

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 immediately, as per the relevant policies, on receipt of the conflict of interest declaration if one is identified, before the published deadline for entries for each examination series.

The agreed measures/protocols that have been taken 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 the measures/protocols

Additional Information

All records are subject to inspection by the JCQ/awarding body on request and will be kept for a minimum of one year after results have been issued for the relevant exam series.

Roles and responsibilities

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

- conflicts of interest are managed according to the requirements (GR 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 (GR5.3)

Additional responsibilities:

- Ensure that centre staff are aware of the requirement to declare any interest
- 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 (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;

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 (GR 5.3)

Additional responsibilities:

Not applicable

***Changes 2026/2027**

Under heading **Introduction** reference to 'clear records' changed to **internal records** to reflect the change in GR 5.3j). Formatting changes made to Roles and Responsibilities section.

The requirement to manage conflicts of interest and inform awarding bodies also extends to centre staff conducting internally assessed or externally assessed Speaking, Listening or Oracy components/ units.

Centre-specific changes

N/A

Appendix 1 – CONFLICTS OF INTEREST LOG 2026/2027

Date recorded	Staff name & job title(s)/role(s)	Conflict of interest (COI)	Measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected

The records may be inspected by a JCQ Centre Inspector and/or awarding body staff. They might be requested in the event of concerns being reported to an awarding body. The records must be 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.

Appendix 2 - DECLARATION OF INTEREST FORM 2026/27

To comply with the regulations, the centre is required to manage conflicts of interest and inform the relevant awarding body/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 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

To ensure compliance, you must declare (by ticking) any of the statements that apply to you and complete the required information in the white boxes.

Your name		**Your job title(s)/role(s)**	
Subject(s) you teach (if applicable to your role)			

Please tick any statement/statements that applies/apply to you and complete the required information (or will apply to you during the 2025/26 academic year)

☐ **I am taking a qualification(s) at this centre which includes an internally assessed component/unit**

Qualification(s) I am taking	**Awarding body**	**Qualification type**	**Specification (Subject)**
Steps I have taken to seek an alternative centre at which to take the qualification(s)			

☐ **I am teaching and preparing a member of my family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family**

(e.g. son/daughter) for a qualification(s) which includes an internally assessed component/unit

(Where more than one related person, please complete a separate form)

Name of related person (the candidate)			
Candidate number		**Relationship to me**	
Qualification(s) being taught and prepared for	**Awarding body**	**Qualification type**	**Specification (Subject)**

☐ **I am a member of exams office staff and have a member of my 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 at this centre or another centre**

(Where more than one related person, please complete a separate form)

Name of related person (the candidate)			
Where the candidate is being entered	☐ **This centre** ☐ **Another entering centre (tick box as applies)**		
Candidate number (if this centre)		**Relationship to me**	
Entering centre name (if not this centre)		**Entering centre name (if not this**	

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

☐ **I am taking a qualification at another centre**

The Qualification(s) I am taking	**Awarding body**	**Qualification type**	**Specification (Subject)**	**Exam series**

Entering centre name		Entering centre number (if known)	

☐ I have none of the above statements to declare

Date declaration(s) made:

Signature to confirm declaration(s):

This completed form (including date and signature) must be returned to Kirsty Willacy (Exams Officer/ Executive Lead)

kirsty@roselynhouseschool.co.uk

The declaration(s) you have provided will be used to inform the relevant awarding body/bodies (where required) and to record details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected. You will be informed if/ where any measures or protocols put in place directly affect you.

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Date	Action
	Completed Declaration form received
	Declaration(s) recorded on Conflicts of Interest (COI) log
	Awarding body/bodies informed of specific COI (where applicable)
	Staff member informed of measures/ protocols in place to manage the risk represented by the COI