

CONFLICT OF INTEREST POLICY

This policy is applicable to all students, staff and parents of The Wellington Academy.

DOCUMENT CONTROL

Responsible position:	Approved by:
Examinations Officer	Headteacher
Version number:	Date approved:
3.0	September 2024
Review Period:	Next review date:
Annually	September 20 25

RELATED POLICIES AND DOCUMENTS

Policy Name

TWA - Internal appeals policy for non-examination assessments

JCQ – ‘Instructions for conducting non-examinations assessment’ [Instructions NEA 23-24 FINAL.pdf \(jcq.org.uk\)](#)

JCQ – ‘Instructions for conducting coursework’ [Coursework ICC 23-24 FINAL.pdf \(jcq.org.uk\)](#)

JCQ - ‘Suspected malpractice Policies and Procedures’. [Malpractice Sep23 FINAL.pdf \(jcq.org.uk\)](#)

JCQ - ‘Access Arrangements and Reasonable Adjustments’ regulations’ [AA regs 23-24 FINAL.pdf \(jcq.org.uk\)](#)

JCQ - ‘Instructions for conducting examinations’ [ICE23-24-Sept23revision FINAL.pdf \(jcq.org.uk\)](#)

JCQ - ‘Instructions for GCSE and GCE MFL Listening Exams’ [MFL Listening 2023 FINAL.pdf \(jcq.org.uk\)](#)

JCQ - Invigilator checklist’ [JCQ-Invigilation-training-checklist-FINAL.pdf https://www.jcq.org.uk/wp-content/uploads/2023/08/JCQ-Exam-Day-Checklist_FINAL.docx](#)

JCQ - [Information for candidates documents - JCQ Joint Council for Qualifications](#)

JCQ - ‘Joint Contingency Plan’ [Joint Contingency Plan \(jcq.org.uk\)](#)

REVISION RECORD

Date	Version	Revision Description
September 2023	1.0	Written in line with current processes and legislation
December 2024	2.0	Written in line with current processes and legislation

CONFLICT OF INTEREST 2024/2025

Centre name	The Wellington Academy
Centre number	66711
Date policy first created	16/07/2024
Current policy approved by	Robert Wood
Current policy	Robert Wood
Date of next review	31/08/2025

Key staff involved in the policy

Role	Name
------	------

Head of Centre	Robert Wood
Senior leader(s)	Sabrina Hawkins
Exams Officer	Amanda Stiggants
Other staff (if applicable)	

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

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

Introduction

It is the responsibility of the head of centre to ensure that The Wellington Academy has a written conflicts of interest policy in place available for inspection. This policy confirms that The Wellington 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 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 (GR 5.3)

Purpose of the policy

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

General principles

A process is in place to collect any declarations of interest, including those relating to relationships with students outside of school, from all centre staff to enable the centre to identify and manage any potential conflicts of interest.

Declaration process

A form to collect any declarations of interest is sent to staff at the beginning of each Autumn term. The information is reviewed by the Exams Officer and shared with the Deputy Head with responsibility of exams.

Managing conflicts of interest

A log of conflicts of interest is maintained and any potential conflict that is declared by centre staff is centrally recorded on this.

Depending on the nature of the conflict, the relevant awarding bodies are informed of specific conflicts of interest/centre staff declarations by the published deadline for exam entries for each exam series.

Measures 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 notified of these measures.

Roles and responsibilities

The role of the Head of Centre

- Ensure conflicts of interest are managed according to the requirements (GR 5.3)
- Ensure clear 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 (GR 5.3)
- Ensure the records are available where they may be requested by a JCQ Centre Inspector and/or awarding body staff (GR 5.3)

- Ensure 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 (GR 5.3).
- Ensure 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
- Ensure 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
- Ensure 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 (GR 5.3)

Additional responsibilities:

Ensure that centre staff are aware of the requirement to declare any interest and to ensure that declarations are recorded and logged as potential conflicts of interest.

The role of the Exams Officer

- Ensure the process for collecting declarations of interest is undertaken.

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)
- 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)

Changes 2023/2024

Reference added to the requirement for a conflicts of interest policy to be in place available for inspection (as detailed in JCQ's **General Regulations for Approved Centres**, section 5.3z).

Centre-specific changes

Annual reviews will take place in September and the Conflict of Interest policy updated as necessary.

Appendix 1: Staff Declaration of Interests (Examinations) Template

Name of member of staff:

Are you taking any qualifications, or planning to take any qualifications, at The Wellington Academy or another school/exam centre during the coming academic year?

Yes

No

If yes, please provide details of the qualification(s) and confirm the exam centre being used:

Are you teaching and/or preparing members of your family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications that include internally assessed components or units during the coming academic year?

Yes

No

If yes, please provide details of the qualification(s) and confirm the exam centre being used:

Are you tutoring (paid or unpaid) a student at either The Wellington Academy or another school/exam centre for qualifications that include internally assessed components or units during the coming academic year?

Yes

No

If yes, please provide details of the qualification(s) and confirm the exam centre being used:

Are you a member of exams office staff and have a member/members of your family (including stepfamily, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for exams at either The Wellington Academy or another school/exam centre?

Yes

No

If yes, please provide details, including the qualifications being studied and exam boards:

Declaration: I understand that, by returning this declaration, I am confirming that the information above is complete and correct to the best of my knowledge and belief. I undertake to keep this declaration up to date while I hold any position that requires it, and to renew it each year.

Signature: Date: