

Tupton Hall School
REDHILL ACADEMY TRUST



Conflicts of Interest Policy (Exams)

Tupton Hall School

Conflicts of Interest Policy (Exams)

Centre name	Tupton Hall School
Centre number	23146
Date policy first created	02/10/2023
Current policy approved by	Mr S Roberts
Current policy reviewed by	Mr S Roberts
Date of review	25/09/2026
Date of next review	24/09/2027

Key staff involved in the policy

Role	Name
Head of centre	Mr A J Knowles
Senior leader(s)	Mrs C Burton; Mrs S Burton; Mrs R Holland; Mrs J Lammin; Mrs A Lindley; Mr S Roberts, Mr D Thompson, Mr M Edwards
Exams Manager	Miss Amy Roberts
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that conflicts of interest at Tupton Hall School are managed in accordance with current requirements and regulations and reflects centre practice.

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 Tupton Hall School has in place for inspection a written conflicts of interest policy that must be reviewed and updated annually. This policy confirms that Tupton Hall 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)

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 Tupton Hall School manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

General principles

A process is in place to Collect information from staff that know candidates that are sitting exams from All Centre Staff to Identify and manage

Declaration process

Centre staff are informed that it is their responsibility to inform, via email, the exams officer in September of the relevant academic year if they have a conflict of interest. Declarations must be received no later than the 31 October.

Managing conflicts of interest

A record is kept, by the exams office, of any potential conflict declared by centre staff and the relevant awarding bodies are informed before the published deadline for entries for each examination series.

Staff will not be responsible for sole marking of candidates work with whom they have a conflict of interest; work will be marked by another member of the faculty wherever possible.

No member of staff will be entered for examinations through their own school, they will be entered via one of the other Trust schools.

Additional information:

Not applicable

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:

Not applicable

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 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 (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.

Additional responsibilities:

Not applicable

Changes effective from 1 September 2026

(Updated) To include where reference is made to members of centre staff teaching and preparing those with whom they have close relationships, this requirement also extends to centre staff conducting internally assessed or externally assessed Speaking, Listening or Oracy components/units.

Centre-specific changes