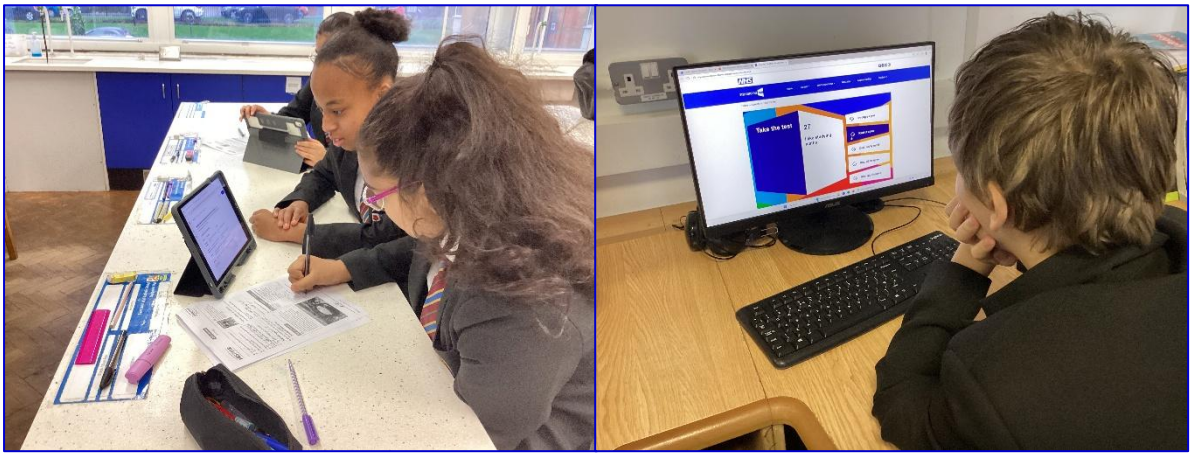

Conflicts of Interest Procedure Exam Policy JCQ2

'But blessed is the one who trusts in the LORD, whose confidence is in him.
Jeremiah 17:7-8

Conflicts of Interest Procedure

In order to ensure that the relevant awarding bodies are informed before the published deadline for entries for each examination series of any potential conflict of interest where:

- a member of centre staff is taking a qualification at the centre which includes internally assessed components/units (noting that being entered by the centre must be as a last resort where unable to find an alternative centre).
- a candidate is being taught and prepared for a qualification which includes internally assessed components/units by a member of centre staff with a close relationship to the candidate.
- a member of exams office staff has a close relationship to a candidate being entered for exams and assessments at the centre or at another centre.
- a member of centre staff is taking a qualification at the centre which does not include internally assessed components/units (noting that being entered by the centre must be as a last resort where unable to find an alternative centre).
- a member of centre staff is taking a qualification at another centre.

A Declaration Form (Microsoft online) is issued to all staff in September of a new academic year (and all new staff starting during the year) to complete disclose and declare any conflicts of interest.

This provides a spreadsheet of replies which can quickly identify any possible conflicts which will need to be reported to Abs.

This is monitored to ensure all staff complete a declaration if unable to access online a paper copy is provided to complete and is stored in the JCQ COI folder along with the spreadsheet.

Should any risk factors be identified e.g. invigilator with candidates doing exams – they will not be sole invigilator also if possible, will not be part of the team that invigilates their child's examinations

Ratified by Governors: 12/10/2026
Next Review Due: 12/10/2027
(This policy will remain in force beyond the review date if no updates are required)