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|  <small>Questions matter</small> AQA |  City & Guilds |  <small>Rewarding Learning</small> CCEA |  NCFE |  <small>Oxford Cambridge and RSA</small> OCR |  Pearson |  <small>wjec cbac</small> WJEC |
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SOUTHLANDS
HIGH SCHOOL
 Endeavour for Excellence

CONFLICT OF INTEREST POLICY 2025 to 2026

JCQ – Meeting Requirements - 4

Policy by: Karen Bane ~ Exams Officer

This policy is reviewed annually to ensure compliance with current regulations.

Introduction

It is the responsibility of the head of centre to ensure that Southlands High School has in place for inspection a written conflicts of interest policy that must be reviewed and updated annually. This policy confirms that Southlands 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

Purpose of the Policy

This policy addresses how we are managing any potential conflicts of interest under the specific arrangements for delivery of examinations and assessments.

General principles

A process is in place to collect any declaration of personal interest from all staff involved in the arrangements for examinations and assessments to manage any potential conflicts of interest.

Declaration process

- The Exam Officer will request that staff declare an interest with any students on roll at Southlands High School.
- A Declaration of *Personal Interest form* will be sent by the Exams Officer for the member of staff to sign. (Please see sample below).
- 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
 - return the completed declaration to Exams Officer.

Managing conflicts of interest

- A Conflicts of *Interest log* will be maintained to record any potential conflicts of interest declared by centre staff
- The log will record the nature of potential conflict and a decision by Mr Bousfield (Head of Centre), if this is deemed a potential risk to the integrity of the centre's assessments
- (Where applicable) The log will record appropriate additional controls put in place to mitigate any potential risk to the integrity of the centre's assessments and to ensure fairness in later process reviews and appeals, carefully considering the need if to separate duties and personnel.
- Head of Department will also sign a conflict-of-interest Department form if necessary (see example below).
- The Head of Centre and the Exams Officer will sign a declaration once all Conflicts of Interest have been completed (please see sample below).



SAMPLE

Head of Centre & Exam Officer Declaration

SOUTHLANDS HIGH SCHOOL

CONFLICT OF INTEREST

Enclosed within this folder are all the Conflict-of-Interest forms signed by the staff at Southlands High School.

All staff at Southlands High School declare an interest in any students(s) that are partaking in any formal exam / assessment within the academic year 2025 - 2026

This is to protect the integrity of the school, subject(s), the professional person(s) and students.

This process is managed by the Exams Manager and verified by the Head of School.

Name: **Karen Bane**

Name: **Paul Bousfield**

Sign:

Sign:

Date:

Date:

Job Title: **Exams Officer**

Job Title: **Head of School**



SAMPLE STAFF FORM

SOUTHLANDS HIGH SCHOOL

CONFLICT OF INTEREST LEAVERS - ADD IN LEAVING YEAR

All staff at Southlands High School declare an interest student(s) that are partaking in any formal exams or / or assessments.

This is to protect the integrity of the school, subject(s), the professional person(s) and students.

I, **INSERT NAME**, confirm that I have an interest in the following student:

INSERT STUDENTS NAME

By way of: **ADD IN RELATIONSHIP**

I can confirm that I will not be party to the generation of assessments, the marking of assessments and the scores from those assessments in relation to my son, **INSERT STUDENTS NAME**.

Name: **INSERT NAME**

Sign:

Date:

Job Title: **INSERT TITLE**



SAMPLE DEPARTMENT FORM

SOUTHLANDS HIGH SCHOOL

DEPARTMENT CONFLICT OF INTEREST **ADD IN GCSE YEARS**

Department: **INSERT DEPARTMENT**

Head of Department: **INSERT NAME**

Staff: **INSERT NAME**

As head of department, you must ensure that the above-mentioned staff are not party to the generation of assessments, the marking of assessments and the scores from those assessments.

Ideally this person should not be teaching the students they have registered a conflict of interest with.

Name: **INSERT NAME**

Name: **Paul Bousfield**

Sign:

Sign:

Date:

Date:

Job Title: **INSERT TITLE**

Job Title: **Head of Centre**

This process is managed by the Exams Officer and verified by the Head of School.