



The Henslow and Evolution School 25-26

Conflict of Interest Policy

2025/26

This policy is reviewed and updated annually to ensure that conflicts of interest at The Henslow and Evolution 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**.

Approved/reviewed by	
Julian Cattley	
Date of next review	Oct 2026

Key staff involved in the policy

Role	Name(s)
Head of centre	Jacqui Brooks
Exams officer / Quality Nominee	Julian Cattley

Contents

Key staff involved in the policy.....	1
Introduction	3
Purpose of the policy.....	3
General principles	3
Declaration process	4
Managing conflicts of interest.....	4
Roles and responsibilities	4
Changes 2025/2026	6
Centre-specific changes.....	6

Introduction

It is the responsibility of the head of centre to ensure that The Henslow and Evolution School has a written conflicts of interest policy in place available for inspection that must be reviewed and updated annually. This policy confirms that The Henslow and Evolution 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 (GR 5.3)

Purpose of the policy

The purpose of this policy is to confirm how The Henslow and Evolution 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 teaching and support staff to identify and manage any potential conflicts of interest.

In the Autumn term, declaration of interest forms are provided to all Henslow School staff as part of the monitoring and training for examinations.

All forms are recorded and relevant information and measures are put in place. This can include record keeping, putting arrangements in place for security of exams materials on site and communicating with the exam boards as required by regulations.

Declaration process

A hardcopy declaration of interest form is provided to all teaching and support staff in the Autumn term. Completed forms must be returned to the EO. Where necessary staff are also asked to identify the subject(s), board(s) and level(s) of the qualifications that relatives or friends are sitting to confirm the precise nature of the conflicts, so appropriate measures can be put in place.

Special note: Should there be November exams / resits then COI forms must be submitted prior to the October entry deadline.

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 (where required by the nature of the conflict) of specific conflicts of interest / centre staff declarations before the published deadline for entries for each examination series by identifying and following the individual awarding body's administrative process. The agreed measures / protocols taken / 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 informed of these measures / protocols.

Additional information:

- Hardcopies of the forms will be held on record the exams administration file
- A register of forms and detail of the measures put in place in relation to each individual case will be recorded on a summary sheet

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:

- Ensure that centre staff are aware of the requirements to declare any interest
- Ensure that declarations are recorded / logged as potential conflicts of interest

The role of the exams office/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

Additional responsibilities:

- Ensure all records are collected and presented in the exams administration folder {physical} for the purposes of record, review and inspection

Changes 2025/2026

Under heading **Introduction** reference to 'clear records' changed to **internal records** to reflect the change in GR 5.3j).

Centre-specific changes

In terms of JCQ regulations for 2025/2026, no changes are applicable to this policy.