Examination Procedures - Conflicts of Interest

Applicable to:	✓	Seaton Valley High School
		Seaton Sluice Middle School
		Whytrig Middle School
Approval body:	Executive Headteacher	

Status:

Statutory policy or document	No
Review frequency	School to determine
Approval by	School to determine

Publication:

Statutory requirement to publish on school website	No
Agreed to publish on school website	Yes

Review:

Frequency	**Next Review Due**
Annually	Autumn 2027

Version Control:

Author	Creation Date	Version	Status
Business Manager - Data and Curriculum Support (GT)	7 November 2024	0.1	Initial draft based on The Exams Office template (September 2024)
Changed by	**Revision Date**		
Business Director (BW)	25 November 2024	1.0	Final approved version for publication
Business Manager - Data and Curriculum Support (GT)	31 October 2025	1.1	Updated in line with The Exams Office template (September 2025); replaced references to ACHS with SVHS
Business Director (BW)	5 November 2025	2.0	Final approved version for publication
Business Manager - Data and Curriculum Support (GT)	6 November 2026	2.1	Updated in line with The Exams Office template (September 2026)
Business Director (BW)	13 November 2026	3.0	Final approved version for publication

1 Conflicts of interest

1.1 In line with JCQ GR 5.3, Seaton Valley High School manages conflicts of interest by informing the awarding bodies before the published deadline for entries for each examination series of any potential conflict of interest where:

- any members of centre staff who are taking a qualification at this centre which includes 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)

1.2 The school maintains internal records (that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected) 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 this centre or other centres
- centre staff are taking qualifications at this centre which do not include internally-assessed components/units (see 1.3 below)
- centre staff are taking qualifications at other centres

1.3 The school retains records of all conflicts of interest including details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected. The records may be inspected by a JCQ Centre Inspector and/or awarding body staff. They might be requested in the event of concerns being reported to an awarding body. The records will be 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.

1.4 It should be noted that entering members of centre staff for qualifications at their own centre must be as a last resort in cases where the member of centre staff is unable to find another centre, and ensures 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
- 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

1.5 The conflicts of interest log is stored electronically.

1.6 Further guidance to inform and implement conflict of interest procedures include the following JCQ publications: General Regulations and Suspected Malpractice.