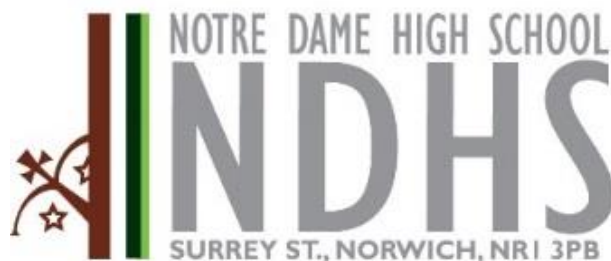


Date due for ratification  
at Full Governors'  
Meeting  
**13 February 2025**



Review  
Teaching, Learning  
& Standards  
Committee  
**Autumn 2025**

# **Conflicts of Interest Policy (exams) 2024-2025**

**NOTRE DAME HIGH SCHOOL**

**Part of St John the Baptist Catholic Multi Academy Trust  
Company No: 7913261  
Registered Office: Surrey Street, Norwich NR1 3PB**

## **THE SCHOOL MISSION STATEMENT**

*I have come so that they may have life and have it to the full  
(John 10:10)*

We are a joyous and inclusive Catholic school, inspired by the love of God and the teachings of Jesus, specifically faith, hope, forgiveness and peace.

Our community is committed to a rounded education that develops knowledgeable, morally informed and compassionate young leaders.



If you need this document in large print, audio, Braille, alternative format or in a different language please contact the Company Secretary on 01603 611431 and we will do our best to help.

This policy is reviewed and updated annually to ensure that conflicts of interest at Notre Dame High School (NDHS) are managed in accordance with current requirements and regulations.

Reference in the policy to GR relates to relevant sections of the current JCQ publication General Regulations for Approved Centres

### Introduction

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

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 stepfamily, 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 stepfamily, 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 NDHS manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

### General principles

A process is in place to collect any conflicts of interest from all centre staff, including invigilators to identify, manage and record any conflicts of interest.

### Declaration process

A link to a Microsoft form is emailed to all staff and invigilators at the start of each school year. Records are kept of replies and non-repliers are followed up. Any potential conflicts of interest are recorded on a log, and more information is gathered by the Exams Manager. If necessary, staff are then forwarded a Declaration of Interest form to complete and sign. New staff joining throughout the year are included in the process.

## Managing conflicts of interest

All conflicts of interest, whether requiring a declaration or not, are recorded on a Centre Conflict of Interest Log. If necessary, the awarding bodies are informed of the conflict(s) 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 put in place for all conflicts of interest (whether declared to the exam boards or not) to mitigate any risk to the integrity of the qualifications affected are recorded on the log and the affected member of staff is informed of these measures/protocols.

## Roles and responsibilities

The role of the head of centre is to ensure:

- conflicts of interest are managed according to the requirements in GR 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
- that centre staff are aware of the requirement to declare any interest.

The role of the exams manager:

- 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 stepfamily, 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
- 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

## Appendix 1 DECLARATION OF INTEREST FORM 2024/25

To comply with the regulations, the centre is required to manage 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

To ensure compliance, you must declare (by ticking) any of the statements that apply to you and complete the required information in the white boxes.

Your name		Your job title(s)/role(s)	
Subject(s) you teach (if applicable to your role)			

Please tick any statement/statements that applies/apply to you and complete the required information (or will apply to you during the **2024/25** academic year)

- ☐ I am taking a qualification(s) at this centre which includes an internally assessed component/unit

Qualification(s) I am taking	Awarding body	Qualification type	Specification (Subject)
Steps I have taken to seek another centre at which to take the qualification(s)			

- ☐ I am teaching and preparing a member of my family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for a qualification(s) which includes an internally assessed component/unit

(Where more than one related person, please complete a separate form)

Name of related person (the candidate)			
Candidate number			Relationship to me
Qualification(s) being taught and prepared for	Awarding body	Qualification type	Specification (Subject)

- ☐ I am a member of exams office staff and have a member of my 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 at this centre or another centre

(Where more than one related person, please complete a separate form)

Name of related person (the candidate)			
Where the candidate is being entered	<input type="checkbox"/> This centre <input type="checkbox"/> Another entering centre (tick box as applies)		
Candidate number (if this centre)		Relationship to me	
Entering centre name (if not this centre)		Entering centre number (if known)	

- ☐ I am taking a qualification at this centre which does not include internally assessed components/units
- ☐ I am taking a qualification at another centre

Qualification(s) I am taking	Awarding body	Qualification type	Specification (Subject)	Exam series
Entering centre name			Entering centre number (if known)	

Date declaration(s) made:

Signature to confirm declaration(s):

This completed form (including date and signature) must be returned to [insert] by [insert]

The declaration(s) you have provided will be used to inform the relevant awarding body/bodies (where required) and to maintain internal records detailing of the measures taken to mitigate any potential risk to the integrity of the qualifications affected. You will be informed if/where any measures or protocols put in place directly affect you.

---

FOR HEAD OF CENTRE/EXAMS OFFICER USE ONLY

Date	Action
	Completed Declaration form received
	Declaration(s) recorded on Conflicts of Interest (COI) log
	Awarding body/bodies informed of specific COI (where applicable)
	Staff member informed of measures/protocols in place to manage the risk represented by the COI

## Appendix 2: Summary of mitigations for each type of conflict of interest

Conflict of Interest	Mitigations in place to mitigate any potential risk to the integrity of the qualifications affected
<p>(As a last resort where unable to find another centre)</p> <p>Member of centre staff is taking a qualification(s) at this centre which includes an internally assessed component/unit</p> <p>Conflict of interest declared to relevant awarding body before the published deadline for entries (for each affected examination series)</p>	<p>The member of centre staff is prevented from having access to confidential examination/assessment materials prior to exam(s)/assessment(s)</p> <p>The centre briefs other staff on maintaining the integrity and confidentiality of exam/assessment materials</p> <p>The member of centre staff is treated in the same way as any other candidate entered for that qualification, does not have access to examination materials and does not receive any preferential treatment</p>
<p>Member of centre staff is teaching and preparing a member of family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for a qualification(s) which includes an internally assessed component/unit</p> <p>Conflict of interest declared to relevant awarding body before the published deadline for entries (for each affected examination series)</p>	<p>Every effort is made to avoid situations where a candidate is assessed by a person who has a close personal relationship with the candidate</p> <p>The member of centre staff is not solely involved in marking assessment decisions for the affected candidate for any internally assessed component/unit</p> <p>The marked work of the affected candidate is submitted for moderation whether or not it is part of the moderation sample</p>
<p>Member of centre staff is a member of exams office staff and has a member of 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 at this centre or another centre</p>	<p>The member of exams office staff does not have any access to confidential examination materials (for example, question papers, pre-release materials, answer scripts, etc.) for the qualifications in question on the days of these exams</p> <p>On the days of exams in the qualifications in question, another person confirms and signs/dates that the exam packs remain sealed and have not been opened</p> <p>The member of exams office staff commits to not contacting their family member on the morning or afternoon of exams in the qualifications in question</p> <p>If the candidate is sitting the exams at this centre, another person is present for particular administrative arrangements relating to the candidate's exams/assessments</p>
<p>Member of staff is taking a qualification at this centre which does not include internally assessed components/units</p>	<p>The member of centre staff is prevented from having access to confidential examination materials prior to exam(s)</p> <p>The centre will brief other relevant centre staff on maintaining the integrity and confidentiality of examination materials</p> <p>The member of centre staff is treated in the same way as any other candidate entered for that qualification, does not have access to examination materials and does not receive any preferential treatment</p>
<p>Member of staff taking a qualification at another centre</p>	<p>The member of centre staff does not have access to confidential examination materials for the same awarding body qualification if this is delivered in the centre</p>

**Appendix 3: Conflicts of Interest Log**

Date recorded	Staff name and job title/role	Conflict of interest	Measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected