Exam Conflict of Interest Policy

LEADERSHIP RESPONSIBILITY: M HAZEL

DATE: FEBRUARY 2026

REVIEW DUE: FEBRUARY 2027

INTERIM HEADTEACHER: NICK BUTLER

Signed: 

Exam Conflict of Interest Policy

Candidate Identification Procedure

Centre Name	Bridge Learning Campus
Centre Number	50609
Date policy first created	27/11/2023
Current policy approved by	Senior Leadership Team
Current policy reviewed by	Senior Leadership Team
Date of next review	21/01/2027

Key staff involved in the policy/procedure

Role	Name(s)
Head of Centre	Nick Butler
Senior leader(s)	Marie Hazel
Exams officer	Kevin Hough and Helen Osborne

Introduction

It is the responsibility of the Head of Centre to ensure that Bridge Learning Campus has a written Conflict of Interest policy for inspection that must be reviewed and updated annually.

Purpose of the Policy

Exam Conflict of Interest Policy

THE CONFLICT OF INTEREST PROCESS IS DESIGNED TO PROTECT THE INTEGRITY OF THE EXAMS SYSTEM AND ALSO HELPS TO ENSURE THAT STAFF MEMBERS AT SCHOOLS AND COLLEGES ARE PROTECTED IF THERE IS AN ALLEGATION OF MALPRACTICE DUE TO A PERCEIVED, OR REAL, CONFLICT.

Full details of the regulations can be found in the JCO General Regulations for Approved Centres Booklet in section 5.3(i), which you should read in addition to this guidance.

Roles and Responsibilities

The Head of Centre –Nick Butler - is responsible for managing the conflict of interest process and must determine how they do so. The JCQ regulations explain what must be reported to the awarding bodies and what information must be kept on record at the school/college.

The Head of Centre must ensure that any records include details of what measures will be taken to mitigate any potential risk to the integrity of the affected qualifications.

The role of the exams office/officer - Kevin Hough/Helen Osborne - must ensure the process for collecting declarations of interest is undertaken.

General Principles

Bridge Learning Campus will endeavour to inform Awarding bodies about any conflict of interest, before the published deadline for entries for each examination series. The awarding bodies need to know about any members of school/college staff who are:

- taking qualifications which include internally assessed components/units at their own school/college
- 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. children) for qualifications which include internally assessed components/units.

Entering members of staff for qualifications at their own school/college should be a last resort, when the individual has been unable to find an alternative. In this case the Head of Centre must ensure that:

- the usual protocols are in place to prevent the staff member from accessing exam materials prior to the exam, and that other staff understand the importance of maintaining the integrity and confidentiality of the exam materials
- the member of staff does not receive any preferential treatment.

To inform the awarding bodies of conflicts of interest described above, you can complete their online forms: conflict of interest webform, which can be found on the awarding bodies website. No further action is necessary unless a member of the Exams Integrity team contacts you for further information.

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The Head of Centre - Nick Butler is responsible for ensuring that their school/college maintains clear 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 (eg children) being entered for examinations and assessments either at the school/college itself or other Centre
- school/college staff are taking qualifications at their Centre which do not include internally assessed components/units
- school/college staff are taking qualifications at other Centres.

These records must:

- include details of the measures which have been put in place to mitigate any potential risk to the integrity of the affected qualifications
- be available for inspection by a visiting JCQ Centre Inspector and/or awarding body staff
- be available if requested in the event of concerns being reported to an awarding body
- be kept until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed (whichever is later).

Changes 2025-2026:

none

Centre Specific Changes:

Updated: Head of Centre references