



WREKIN

Conflicts of interest Policy (Exams)

Wrekin College

Conflicts of interest Policy (Exams)

Centre name	Wrekin College
Centre number	29360
Date policy first created	02/10/2023
Current policy approved by	Ben Smith
Current policy reviewed by	Gemma Allen
Date of review	26/09/2025
Date of next review	24/09/2027

Key staff involved in the policy

Role	Name
Head of centre	Mr. Ben Smith
Senior leader(s)	Mr Ben Smith - Acting Headmaster Mr David Blackhan - Deputy Head Pastoral Mrs Cora Thurst - SENCo Mr Steve Morton - IT Manager and Safeguarding Mrs Amandeep Rathore - Head of Facilities
Exams officer	Mrs. Gemma Allen
Other staff (if applicable)	Mrs. Cora Thurst - Head of internal exams Dr Guy Roberts - Data Manager

This policy is reviewed and updated annually to ensure that conflicts of interest at Wrekin College 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**.

Introduction

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

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 Wrekin College manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

General principles

A process is in place to Identify conflict of interests, mitigate any conflicts of interest and keep detailed records from Mrs Gemma Allen to All Staff in Centre - including third party's involved in examination subjects

Declaration process

Declaration of interest

Sent by Mrs. Gemma Allen - Exams Officer

Sent by 6th October 2025

to: All Centre staff and invigilators

to be returned by: 31st October 2025

All staff informed to update any changes immediately

Managing conflicts of interest

A Google form is sent out to all staff to identify any potential conflicts of interests. If a member staff identifies they is or maybe a conflict of interest they get a second google form to take a detailed record of the conflict of interest.

Log is kept in the Exams Office by Gemma Allen Exams Officer

It is counter signed by Mr. Ben Smith

Additional information:

All conflicts of interest to be log with relevant examination board within 3 days and a response stored in the exams office.

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:

It is the responsibility of the Head of Centre to ensure that all conflicts of interest are reported and managed effectively. It is the job of all staff to declare all conflicts in a timely manner.

The role of the exams office/officer

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 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

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.

Additional responsibilities:

Mr. Ben Smith is to co-sign any conflicts of interest.

Changes 2025/2026

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

(Updated) The **General principles** section content has been reformatted and will require the user to edit and repopulate this section.

Centre-specific changes

No center specific changes