



**Conflicts of Interest Policy  
(Exams)  
2025/2026**

Lutterworth High School

## Conflicts of Interest Policy (Exams)

Centre name	Lutterworth High School
Centre number	25269
Date policy first created	11/09/2023
Current policy approved by	The Governing Body
Current policy reviewed by	Donna Kosack - Exams Officer / Natalie Tebbatt - Deputy Head
Date of review	08/10/2025
Date of next review	01/10/2026

## Key staff involved in the policy

Role	Name
Head of centre	Mr Julian Kirby
Senior leader(s)	Amy Hunter, Natalie Tebbatt (Deputy Headteachers) Aaron Mehta, Georgia Birks - (Assistant Headteachers) Caroline Creed - (Operations Manager)
Exams officer	Donna Kosack
Other staff (if applicable)	

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

## Introduction

It is the responsibility of the head of centre to ensure that Lutterworth High School has a written conflicts of interest policy for inspection that must be reviewed and updated annually. This policy confirms that Lutterworth High 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 Lutterworth High School manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

## General principles

A process is in place to

collect and collate any declaration of conflict of interest

from all centre staff to identify and manage any potential conflicts of interest.

## Declaration process

An electronic declaration of interest form is sent by the exams officer to all centre staff in September of the new academic year.

## 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 bodies 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 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.

### Additional information:

NA

## 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

Additional responsibilities:

Conflict of interest log displayed in exam office.

**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:

NA

## **Centre-specific changes**

no centre-specific changes 2025 review