

BRANNEL SCHOOL

EXCELLENCE | CREATIVITY | COMMUNITY



Conflict of Interest Policy

2025-26

Introduction

It is the responsibility of each head of centre to ensure that our CELT schools have a written conflicts of interest policy for inspection that must be reviewed and updated annually.

This policy confirms that CELT Schools:

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 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 CELT Schools manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

General principles

A process is in place to collect all conflict of Interest information annually from all centre staff to identify and manage any conflicts of interest.

Declaration process

Annually staff members are emailed and asked to complete an electronic conflict of interest form if conflicts of interest have been identified. This is returned to the exam officer for processing before entries are made for the summer series.

Managing conflicts of interest

A central conflict of interest log is maintained, and any potential conflict declared by centre staff is formally recorded. Relevant awarding bodies are notified of declared conflicts ahead of the published entry deadlines for each examination series, following the specific administrative processes required by each awarding body. The agreed measures put in place to mitigate any risk to the integrity of the affected qualification are documented in the log, and the staff member involved is informed of the actions and expectations relating to these mitigations.

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 if they are 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:

The role of the exams 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.