Lea Manor High School

Conflict of Interest Policy (Exams) 2026/27

Date Reviewed	Body
October 2026	Jess Pather Headteacher
Next review date: October 2027	To be reviewed: Annually

Role	Name(s)
Exams officer	Peggy Roberts
Head	Jess Pather
Senior Leader	Nazma Noreen

Introduction

It is the responsibility of the head of centre to ensure that Lea Manor High School has a written conflicts of interest policy for inspection that must be reviewed and updated annually.

This policy confirms that Lea Manor 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 Lea Manor High School manages conflicts of interest under normal delivery arrangements in accordance with the regulations and

to declare Conflict of Interest to relevant awarding body before the published deadline for entries (for each affected examination series)

- **General principles**
- A process is in place to collect any declaration of interest from teaching staffs, examinations officer and invigilators

Pre –release exam materials – MFL

- prevent the member of centre staff having access to confidential examination/assessment materials prior to exam(s)/assessment(s)
- brief other relevant centre staff on maintaining the integrity and confidentiality of exam/assessment materials
- ensure 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

All Pre-exams materials are locked safely with the examinations officer and will be given to subject leaders on due date for all students

Teaching and preparing of family

Cambridge National and Non-exams

- make every effort to avoid situations where a candidate is assessed by a person who has a close personal relationship with the candidate
- ensure the member of centre staff is not solely involved in making assessment decisions for the affected candidate for any internally assessed component/unit
- ensure the marked work will be submitted for moderation whether or not it is part of the moderation sample

Subject teachers should inform, Head of Centre, SLT, Head of department and examinations officer of any conflict of interest, before course begins in order for work to be marked, moderated and submitted by another subject teacher

Exams Manager or Invigilators

- ensure that the member of exams office staff does not have unaccompanied access to confidential examination materials (for example, question papers, pre-release materials, answer scripts etc.
- ensure that another person is present for particular administrative arrangements relating to the candidate's exams/assessments

Papers are only open as instructed by exams boards. Papers not to be seen or open by any one with conflict of interest. Invigilator declaration form should be completed. Ensure member of staff doesn't leave the room once papers are opened

Teachers

- prevent the member of centre staff having access to confidential examination materials prior to exam(s)
- brief other relevant centre staff on maintaining the integrity and confidentiality of examination materials
- ensure 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

All confidential examinations materials are keep secured, and the examinations officer to ensure that the centre maintains the integrity of JCQ regulations

All staff members

ensure 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,

Confidential materials always kept secured with the examination manager. Folder to be signed off when materials have been given to staff. Head of Centre and examinations officer must abide by JCQ rules and regulation to protect and maintain the integrity of all examination's materials

CONFLICTS OF INTEREST LOG

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

The records may be inspected by a JCQ Centre Inspector and/or awarding body staff. They might be requested in the event of concerns being reported to an awarding body. The records must be 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.