2026/2027

Conflict Of Interest

Luke Thompson

St John Henry Newman Catholic School

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Centre name	St John Henry Newman Catholic School
Centre number	20420
Date policy first created	04/03/2026
Current policy approved by	Sam McDonnell
Current policy reviewed by	Sam McDonnell
Date of review	04/03/2026
Date of next review	16/03/2027

Key staff involved in the policy

Role	**Name**
Head of centre	Emma O'Connor
Senior leader(s)	Sam McDonnell, Tom Lowe, Cheryl Chester, Mark Franzoni, Kelly Perkins, Sarah Scanlon, Alanna Nardiello, Alex Heyes.
Exams officer	Luke Thompson

Other staff (if applicable)	Annette Smyth Mathew Haddock

This policy is reviewed and updated annually to ensure that conflicts of interest at St John Henry Newman Catholic 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 St John Henry Newman Catholic School has in place for inspection a written conflicts of interest policy that must be reviewed and updated annually. This policy confirms that St John Henry Newman Catholic 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 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 St John Henry Newman Catholic School manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

General principles

A process is in place to Collect any declaration of interest from All centre staff to Identify and manage any potential conflicts on interest

Declaration process

A declaration of interest form is sent to the exams team before the examination season.

Managing conflicts of interest

For internal recording purposes, a conflict of interest log is maintained and any potential conflict declared by centre staff is centrally recorded on the log. The relevant awarding body / bodies is / are informed (where required by the nature of the conflicts) 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 / protocols taken / put in place to mitigate any potential rist to the integrity of the qualifications affected are recorded on the log and the affected member of staff informed of these protocols / measures.

Additional information:

Not applicable

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:

To ensure that centre staff are aware of the requirement to declare any interest - To ensure that declarations are recorded / logged as potential conflicts of interest.

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 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

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:

Not applicable

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

March 2026, none

July 2026 School name updated.