HODGSON ACADEMY

CONFLICT OF INTEREST POLICY (Exams)

Approved/reviewed by	
Date of next review	October 2026

Key staff involved in this policy

Role	Name
Head of Centre	Mrs S. Khan
Examination Officer	Mrs O. Leader
Exams Officer Line Manager (SLT)	Mrs J. Shaw
Senior Leaders	Miss F. Bate, Miss S. Hetherington, Mrs J. Aionesei, Mr A. Day, Mrs L. Foley, Mr C. McCann, Mrs J. Bristow, Mr L. Jenkinson, Miss R. Buckley
Assistant SENCO	Mrs L. Beaumont
Other staff	Mrs E. Maxwell

Introduction

It is the responsibility of the Head of Centre to ensure that Hodgson Academy has a written conflicts of interest policy in place available for inspection. This policy confirms that Hodgson Academy:

- 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 own 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

- Maintains clear records of all instances where:
  - Exams office staff have members of their family (which includes stepfamily, foster family and similar close relationships) or close friend 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 another centre.

Purpose of this policy

The purpose of this policy is to confirm how Hodgson Academy manages conflicts of interest and how the centre collects information for the current academic year in relation to exams.

General principles

A process is in place that the Head of Centre/Examinations Officer will request information regarding potential conflicts of interest relating to staff taking exams, staff families and close associates. The Head of Centre/Examinations Officer will inform the exam boards where appropriate conflicts of interest relating to the exam process and security for the current exam series.

Note: The school does not usually permit staff to take exams at the centre. This would only be the case if all other avenues had been exhausted and at the discretion of the Head of Centre.

Declaration process

An email is sent to all staff at Hodgson Academy at the beginning of each academic year, setting out the various areas which a conflict may arise and asking staff to respond by a specified date. Information is sought in line with the JCQ General Regulations. Hodgson Academy ask staff to disclose:

1) If any members of centre staff who are taking qualifications at their own centre which include internally assessed component/units
2) If any members of centre staff who are teaching and preparing members of their family (which include 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

Hodgson Academy will maintain clear records of all instances where:

3) 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
4) Centre staff are taking qualifications at their own centre which do not include internally assessed components/units
5) Centre staff are taking qualifications at other centres

Managing conflicts of interest

In the case of point 1 and 2, Hodgson Academy will inform the relevant exam boards of the conflict of interest in advance of the published deadline for exam entries. Hodgson Academy will keep a file with record of all declarations and communication with the awarding bodies involved.

In the case of point 3, 4 & 5 Hodgson Academy will record all instances of exams taken by the exams officer's family and centre staff at other centres.

Roles and responsibilities

The role of the Head of Centre

- Ensuring conflicts of interest are managed according to the requirements
- Ensuring clear 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
- Ensuing the records are available where they may be requested by a JCQ Inspector and/or awarding body staff
- Ensuing 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
- Ensuring that entering members of centre staff for qualifications at the centre is as a last resort in cases where the member of centre staff is unable to find another centre
- Ensuing 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
- Ensuing that during the examination series the member of centre staff is treated in the same wat as any other candidate entered for that examination, does not have access to examination materials and does not receive any preferential treatment

The role of the Examinations Officer

- Ensuring the process for collecting declarations of interest is undertaken
- Identifying and following 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
    - Retain the records of the measured 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

CONFLICTS OF INTEREST LOG 2025/2026

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

(*General Regulations for Approved Centres*, 5.3j) The head of centre **must** retain records of all conflicts of interest including details of the measures taken 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.

Conflict of Interest (COI)	**Measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected**
Member of staff taking a qualification(s) at Hodgson Academy which includes internally assessed components/units. (As a last resort where the member of centre staff is unable to find another centre.) o COI declared to the relevant awarding body before the published deadline for entries (for each affected examination series)	To: • Prevent the member of centre staff having access to examination materials prior to the examination • 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 examination, does not have access to examination materials and does not receive any preferential treatment
Member of staff is 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. o COI declared to relevant awarding body before the published deadline for entries 9for each affected examination series)	To: • Make every effort to avoid situations where a candidate is assessed by a person who has a close 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/units • Ensure the marked work will be submitted for moderation whether or not it is part of the moderation sample
Member of exam office staff has a member of their family (which includes stepfamily, foster family and similar close relationships) or a close friend and their immediate family (e.g. son/daughter) being entered for examinations and assessments either at Hodgson Academy or other centres.	To: • Ensure that the member of exams office staff does not gave unaccompanied access 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
Member of staff is taking a qualification(s) at this centre which does not include internally assessed components/units	To: • Prevent the member of centre staff having access to examination materials prior to the examination • Brief other relevant centre staff on maintain the integrity and confidentiality of the examination materials • Ensure 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
Taking a qualification(s) at another centre	To ensure the member of centre staff does not have access to examination materials for the same awarding body qualification if this is delivered at the centre