GEORGE ABBOT SCHOOL

Policy Title:	**Conflict of Interest Policy**
Author:	**Examinations Manager**
Date of most recent review:	**October 2026**
Date of next review:	**October 2027**

School Mission Statement:
Academic excellence within a strong community of equality and respect, where potential and opportunity are realised.

George Abbot School (Centre) will at all times adhere to JCQ and awarding body guidance for the monitoring and reporting of conflicts of interest.

The purpose of this document is to explain the process that the Centre takes regarding identifying, recording and informing the awarding bodies of conflicts of interest by the published deadline for entries for each examination series. All staff involved in examinations, assessments, invigilation, access arrangements, moderation and administration will complete an annual conflict of interest declaration and will immediately declare any new conflict arising during the academic year.

The Centre will inform the awarding bodies where:

1. Any members of Centre staff who are taking qualifications at their own Centre which include internally assessed components/units
2. Any members of Centre staff where a candidate is assessed with whom they have a close personal relationship with. For example, members of their family (which includes stepfamily), foster family and similar close relationships) or close friends and their immediate family (eg son or daughter)., **and**

Maintains 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. their child) being entered for examinations and assessments either at the Centre itself or other Centres
4. Centre staff are taking qualifications at their centre which **do not** include internally assessed components/units
5. Centre staff taking qualifications at other Centres
6. Centre staff who are contracted by an awarding body to create and produce questions papers, therefore having sight of live assessment materials
7. External Invigilators who have members of their family being entered for examinations at the Centre
8. Head of Centre who has members of their family being entered for examinations at the Centre.

The Examinations manager will gather and record all conflicts of interest that meet the above outlined criteria.

The Examinations Manager will report to the awarding bodies Centre staff identified in points 1 and 2.

The Examinations Manager will record and maintain clear records of Centre staff identified in points 3, 4, 5, 6, 7 and 8 which will be held for inspection purposes.

The Examinations Manager will inform the Head of Centre of all Conflicts of Interest.

Where Centre staff are identified in point 2, the following mitigating controls will be in place:

- They will not be present in the room/venues where a non-examination assessment is taking place
- They will not have any involvement in the marking/moderation of the non-examination assessment
- Other subject Centre staff will be required to undertake this with the Head of Faculty seeking ratification from the Senior Leadership Team to ensure the marking/moderation is in line with published guidance
- They will not have any involvement in the uploading and submitting of internally assessed marks to the awarding bodies. This will be completed by the Examinations Manager.

Where the Examinations Manager and Assistant Examinations Officer (point 3) who have access to the secure storage facility, who have members of their family being entered for examinations and assessments, it is not possible/practical for them to be excluded from the day-to-day processing of exams. The following mitigating controls will be in place:

- They will not be left unattended in the secure storage facility at any point where the exam papers are being prepared for examinations that are being sat by members of their family
- They will not be left unattended in the secure storage facility at any point where the exam papers are being checked for sending off to the awarding bodies for examinations that have been taken by members of their family
- Due to the nature of their role at the Centre they cannot avoid entering an examination venue where members of their family are taking an examination. The external invigilator must complete an Incident Log recording the time they entered the venue, the reason for entering and the time they left.

Where External Invigilators who have members of their family being entered for examinations the following mitigating controls will be in place:

- Main venues: they will not be the sole invigilator; they will not be left unattended with the exams papers at any point; another external invigilator(s) will always be present when setting up, clearing down and returning the exam papers to the secure storage facility
- Access Arrangements venues: they will not invigilate these venues if a member of their family is identified as being in seated in one of these

Where the Head of Centre has members of their family being entered for examinations the following mitigating controls will be in place:

- They must not enter the examination venue where members of their family are taking examinations
- If, in their role as Head of Centre, there is a need for the Head of Centre to enter an examination venue they will always be accompanied by the Examinations Manager or the Assistant Examinations Officer
- If the Head of Centre enters an examination venue where members of their family are taking examinations the external invigilator must complete an Incident Log recording the time they entered, the reason for entering and the time they left.