



# Conflicts of Interest (Examinations) Policy

KINGSTONE ACADEMY TRUST

**Approved by:** Mr Matthew Morris (Head of Centre)

**Date:** 25/02/25

**Examinations Officer:** Mrs C Elias-Stagg

**Next review due by:** February 2026

## Purpose of the Policy

Kingstone High School is a registered exam centre and must take reasonable steps to identify, record, and manage any conflicts of interest when delivering and awarding exams and assessments, in accordance with the JCQ regulations.

A conflict of interest may occur if a member of staff has access to confidential information or is involved in assessment decisions and could use this position to give an unfair advantage to a student they know, either at this school or another centre.

A potential conflict of interest also exists if a member of staff is entered for an exam or assessment themselves.

This policy explains how Kingstone High School manages conflicts of interest in line with exam regulations.

## Declaration Process

All staff are required to declare any conflicts of interest, including relationships with students outside of school.

Declarations are collected using an electronic form, which is sent to staff each autumn term. The information is reviewed by the Deputy Headteacher/Head of School responsible for exams and the Exams Officer.

Records are kept on file and are available for inspection until the end of the exam series.

## Managing a Conflict of Interest

All declared conflicts of interest are recorded in a central log.

Where required, the relevant awarding body is informed of any conflicts by the published deadline for exam entries, following their specific procedures.

Any actions taken to reduce risk and protect the integrity of the qualification are recorded in the log, and the staff member involved is informed of these measures.