



# Conflicts of Interest Policy (Exams)

2025/26

This policy is reviewed annually to ensure compliance with current regulations

This policy is reviewed and updated annually to ensure that conflicts of interest at Ormiston Rivers Academy are managed in accordance with current requirements and regulations.  
Reference in the policy to **GR** relates to relevant sections of the current JCQ publication **General Regulations for Approved Centres**.

**Centre Name:** Ormiston Rivers Academy

**Centre Number:** 16305

**Policy First Created:** 08 November 2023

**Policy Reviewed:** 19 February 2026

**Current Policy Approved By:** Ms D Piralic

**Current Policy Reviewed By:** Mr J Priddle

**Next Review Date:** 01 October 2026

### **Key Staff Involved**

- Head of Centre: Ms D Piralic
- Senior Leaders: Ms H Victory / Mr J Priddle
- Exams Officer: Mrs S Brewster

### **Introduction**

This policy is reviewed annually to ensure that conflicts of interest at Ormiston Rivers Academy are managed in accordance with current JCQ General Regulations for Approved Centres.

The school is committed to maintaining the integrity, confidentiality and fairness of examinations and assessments by identifying and managing any actual, potential or perceived conflicts of interest.

### **Policy Commitments**

- Maintain clear records of all declared conflicts of interest
- Notify awarding bodies of relevant conflicts within required timescales
- Ensure no candidate is unfairly advantaged or disadvantaged
- Implement appropriate mitigation measures where conflicts are identified
- Retain records securely in accordance with JCQ requirements

### **Declaration Process**

A process is in place to collect information from all centre staff regarding any actual, potential or perceived conflicts of interest.

- Staff are reminded annually to declare potential conflicts of interest
- Declarations are submitted to the Exams Officer
- All declarations are recorded within a Conflicts of Interest Log
- Relevant managers and Heads of Department are informed where necessary
- Mitigation measures are implemented and monitored appropriately

All declarations and records relating to conflicts of interest will be handled confidentially and stored securely.

### **Examples of Conflicts of Interest**

- Members of staff entering qualifications at the centre
- Teaching or assessing family members or close friends
- Private tutoring relationships involving candidates at the centre
- Access to confidential examination materials
- Invigilation arrangements involving family members or close personal relationships
- Assessment or moderation relationships that could compromise impartiality

### **Managing Conflicts of Interest**

- Potential conflicts will be risk assessed by the Exams Officer and Senior Leadership Team where appropriate
- Awarding bodies will be informed where required by JCQ regulations
- Mitigation measures may include alternative staffing, restricted access to materials or adjusted responsibilities
- Staff involved in examinations will be reminded of confidentiality and security expectations

### **Roles and Responsibilities**

#### **Head of Centre**

- Ensure conflicts of interest are identified and managed appropriately
- Ensure records are retained in line with JCQ regulations
- Ensure staff entered for qualifications at the centre are not given preferential treatment

#### **Exams Officer**

- Maintain the Conflicts of Interest Log
- Collect and review declarations
- Notify awarding bodies where required
- Implement and monitor mitigation measures

#### **Staff**

- Declare any actual, potential or perceived conflicts of interest promptly
- Comply with examination confidentiality and security requirements