



Conflicts of Interest Policy (Exams)

Millbay Academy

Conflicts of Interest Policy (Exams)

Centre name	Millbay Academy
Centre number	53628
Date policy first created	13/05/2024
Current policy approved by	Matthew Bisco
Current policy reviewed by	Joanna Starr
Date of review	11/11/2025
Date of next review	10/11/2026

Key staff involved in the policy

Role	Name
Head of centre	Matthew Bisco
Senior leader(s)	Anna Norman Jeanne Madderson Kim Underdown
Exams officer	Joanna Starr
Other staff (if applicable)	Aimee Kenneby (Exams Assistant)

This policy is reviewed and updated annually to ensure that conflicts of interest at Millbay Academy 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 Millbay Academy has in place for inspection a written conflicts of interest policy that must be reviewed and updated annually. This policy confirms that Millbay 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 family (which includes step-family, 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 step-family, 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 Millbay Academy manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

General principles

A process is in place to collect information regarding any potential conflict of interest via Google form. A form is emailed out specifically requesting details of any potential conflicts of interest from from all staff employed at Millbay Academy who are employees of Reach South Academy Trust to identify and manage any conflicts of interest.

Declaration process

Question 4 on the declaration question acknowledged when the staff members adds their name.

Managing conflicts of interest

Information gathered from the form is held on file and any conflicts of interest are known to the Exams Officer, Deputy Headteacher and Head of Centre.

Additional information:

N/A.

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:

Staff are made aware of the purpose of the form in the instructions.

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 step-family, 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

No centre-specific updates or changes were made.