



Conflict of Interest Policy

JCQ - Good Practice - 4

Policy by: Leanne McQuade ~ Exams Officer

This policy is reviewed annually to ensure compliance with current regulations.

Introduction

Newbridge Learning Community manages conflicts of interest in accordance with the JCQ General Regulations for Approved Centres.

Purpose of the policy

This policy addresses how we are managing any potential conflicts of interest under the specific arrangements for delivery of examinations and assessments.

General principles

A process is in place to collect any declaration of personal interest from all staff involved in the arrangements for examinations and assessments to manage any potential conflicts of interest.

Declaration process

- The EO will request that staff declare an interest with any students on roll at Newbridge Learning Community.

- A Declaration of Personal Interest form will be sent by the EO for the member of staff to sign.

(Please see sample below).

- Staff will be required to
 - confirm their understanding of what a personal interest in a candidate relates to
 - (where applicable) declare no personal interest in any candidate
 - (where applicable) declare a personal interest in a candidate and identify their role(s) in the arrangements
 - confirm awareness of the need to maintain the confidentiality of the grades and endorsements determined by the centre
 - return the completed declaration to EM.

Managing conflicts of interest

- A Conflicts of Interest log will be maintained to record any potential conflicts of interest declared by centre staff
- The log will record the nature of potential conflict and a decision by (insert name/role), if this is deemed a potential risk to the integrity of the centre's assessments
- (where applicable) The log will record appropriate additional controls put in place to mitigate any potential risk to the integrity of the centre's assessments and to ensure fairness in later process reviews and appeals, carefully considering the need if to separate duties and personnel.
- Head of Department will also sign a conflict of interest Department form if necessary (see example below).
- The Head of Centre and the Exams Officer will sign a declaration once all Conflicts of Interest have been completed (please see sample below).



Head of Centre & Exam Officer Declaration

Newbridge Learning Community

CONFLICT OF INTEREST

Enclosed within this folder are all the Conflict of Interest forms signed by the staff at Newbridge Learning Community.

All staff at Newbridge Learning Community declare an interest in any students(s) that are partaking in any formal exam / assessment within the academic year 2025 – 2026

This is to protect the integrity of the school, subject(s), the professional person(s) and students.

This process is managed by the Exams Officer and verified by the Head of School.

Name: Leanne McQuade

Sign:

Date:

Job Title: Exams Officer

Name: Paul Appleton

Sign:

Date:

Job Title: Head Teacher



SAMPLE STAFF FORM

Newbridge Learning Community

CONFLICT OF INTEREST 2025-2026

All staff at Newbridge Learning Community declare an interest students(s) that are partaking in any formal exams or / or assessments for the academic year 2025 -2026.

This is to protect the integrity of the school, subject(s), the professional person(s) and students.

I, **INSERT NAME**, confirm that I have an interest in the following student:

INSERT STUDENTS NAME

By way of: **ADD IN RELATIONSHIP**

I can confirm that I do not directly teach the above student.

I can confirm that I will not be party to the generation of assessments, the marking of assessments and the scores from those assessments in relation to my son, **INSERT STUDENTS NAME**.

Name: **INSERT NAME**

Sign:

Date:

Job Title:



Newbridge Learning Community

DEPARTMENT CONFLICT OF INTEREST 2025 - 2026

Department:

Head of Department:

Staff:

As head of department, you must ensure that the above-mentioned staff do not directly teach their children. You must also ensure that they are not party to the generation of assessments, the marking of assessments and the scores from those assessments.

Name:

Name:

Sign:

Sign:

Date:

Date:

Job Title:

Job Title:

This process is managed by the Exams Officer and verified by the Head of School.