

Conflicts of Interest Policy (Exams)

2025/2026

Policy approved by	
Silvana D'Apollò, Director of MIS	
Date of approval	30 September 2025
Date of next review	September 2026

Introduction

It is the responsibility of the head of centre to ensure that Barnet & Southgate College - Barnet/Southgate/Colindale Campuses has in place for inspection a written conflicts of interest policy that must be reviewed and updated annually.

This policy confirms that Barnet & Southgate College - Barnet/Southgate/Colindale Campuses:

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 Barnet & Southgate College - Barnet/Southgate/Colindale Campuses manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

What is a Conflict of Interest?

A conflict of interest is a situation in which an individual has a direct or indirect, professional or personal interest in the outcome and may lead to them acting contrary to the norm.

A conflict of interest may arise in a variety of differing situations associated in the development and delivery of qualifications, examples being (this list is not exhaustive):

- Where an individual is internally or externally marking assessments of a candidate who is a friend or relative
- An assessment and quality assurance activity is undertaken by the same person
- An assessor or Quality Assurer works for multiple stakeholders and has difficulty being impartial
- Gaining personally from any company that the Centre has dealings with

Common situations where a conflict of interest is likely to occur are:

- Assessments of candidates
- Invigilation of candidates
- Certification of candidates
- Internal management functions
- Internal Staff training

- Engagement with suppliers

Responsibilities

It is the responsibility of the Head of Centre to ensure that Barnet and Southgate College has a written conflicts of interest policy in place available for inspection. This policy confirms that Barnet and Southgate College:

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 clear 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)

It is also the responsibility of all persons when involved in the assessment of qualifications, internal quality assurance and other associated activities that meet Barnet and Southgate College assessment strategy, to:

- Conduct their activities so that the aims of Barnet and Southgate College assessment strategy are implemented
- Ensure that they make their role clear and separate this from their other functions, as far as is possible
- Monitor their activities to maintain the integrity of the assessment
- Devote enough time and intellectual ability to their responsibilities
- Recognise and report any potential or existing conflict

The possibility of a conflict or potential conflict may be declared by any key stakeholder as an entity, or any individual.

General principles

A process is in place to collect any declaration of interest from all centre staff to identify and manage any potential conflicts of interest.

Declaration process

A Declaration of Interest form is sent to centre staff in October. Completed forms must be returned to the Exams Team by November 1st.

The Exams Manager/Deputy Exams Manager will decide which actions need to be taken to mitigate the risk. A record will be kept of this decision.

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 the Exams Team by email to declarations@barnetsouthgate.ac.uk by the end of the first term.

Managing conflicts of interest

A *conflicts of interest log* is maintained and any potential conflict declared by centre staff is centrally recorded on the log. The relevant awarding body/bodies is/are informed (where required by the nature of the conflict) of specific conflicts of interest/centre staff declarations before the published deadline for entries for each examination series by identifying and following the individual awarding body's administrative process. The agreed measures/protocols taken/put in place to mitigate any potential risk to the integrity of the qualifications affected are recorded on the log and the affected member of staff informed of these measures/protocols.

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:

- ensure that centre staff are aware of the requirement to declare any interest

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.

Declaration of Personal Interest Form 2025/2026

Your name		Your job role(s)	
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This completed form must be returned to the Examinations Team by the end of the first half-term (October) and sent to declarations@barnetsouthgate.ac.uk.

Confirm your understanding: (Please tick the box to confirm a statement)

- I understand that a personal interest relates to a candidate who is a member of my family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter)
- I also understand that a personal interest may also relate to any member of centre staff (who has been entered for a qualification at this centre as a last resort where the member of centre staff is unable to find another centre) for whom a teacher assessed grade will be determined

You must declare all statements that apply to you: (Please tick the box to confirm a statement)

- I have no personal interest in a candidate to declare
- I declare a personal interest in a candidate who is part of a class or cohort for whom I will be:
 - Determining teacher assessed grades including consideration of evidence and how that evidence informs these grades in accordance with our Centre Policy
 - Keeping records of any discussions with candidates around the evidence on which grades will be based
 - Producing assessment records that explain the determination of the final teacher assessed grades
 - Safely retaining copies of candidates' work and any mark records
 - Completing a Curriculum Manager Checklist/declaration before submitting subject outcomes for internal standardisation
 - Involved in the internal quality assurance processes that are in place
 - Collating grades for all classes/cohorts in preparation for submission to the awarding body/bodies
 - Inputting grades through the awarding body/bodies grade submission system/systems
 - Completing the Head of Centre declaration(s) to finalise the submission of grades
 - Involved in reviews of centre processes and the appeals process

(Where more than one related person, please complete a separate form)

Name of related person (the candidate)			
Candidate number		Relationship to me	
Qualification(s) details	Awarding body	Subject code	Subject title

Signature to confirm declaration:

By signing here, I am also confirming I am aware of the need to maintain the confidentiality of the grades and endorsements determined by the centre which must not be given to candidates or parents/carers before the issue of results by the awarding bodies

Date declaration form completed and signed:

Signature		Date	
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You will be informed of any additional controls put in place that directly affect you/your role to mitigate any potential risk to the integrity of the centre's assessments and to ensure fairness in later process reviews and appeals

This record will be retained until the published deadline for appeals has passed or until any on-going appeal, malpractice investigation or other results enquiry has been completed, whichever is later

Conflicts of Interest log

Date recorded	Staff name & role(s)
Nature of potential conflict	
Deemed a potential risk	Yes / No
Additional controls put in place to mitigate any potential risk to the integrity of the centre's assessments and/or to ensure fairness in later process reviews and appeals	

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This record will be retained until the published deadline for appeals has passed or until any on-going appeal, malpractice investigation or other results enquiry has been completed, whichever is later