

Journey Independent School

Conflict of Interest Policy

Academic Year: 2025–2026

Review Date: September 2026

Approved by: Head of Centre

Responsible Officer: Examinations Officer

1. Purpose of the Policy

This policy outlines the procedures for identifying, declaring, and managing conflicts of interest within Journey Education Group in relation to examinations and assessments. It ensures:

- Compliance with JCQ regulations (Section 5.3 of the *General Regulations for Approved Centres*)
- Protection of the integrity of public examinations
- Fair treatment of all candidates
- Transparency and accountability in assessment processes

2. Scope

This policy applies to all staff involved in the delivery, administration, assessment, or support of qualifications regulated by JCQ and awarding bodies. This includes:

- Teaching staff
- Exams office personnel
- Invigilators
- Administrative staff
- Governors and trustees
- Any other individuals with access to confidential assessment materials or candidate data

3. Definition of Conflict of Interest

A conflict of interest may arise when a member of staff's personal interests or relationships could compromise, or appear to compromise, their professional duties. Examples include:

- Teaching or assessing a close family member or friend
- A member of staff taking a qualification at the centre
- A staff member involved in setting or marking assessments for an awarding body
- Invigilating an exam where a family member is a candidate
- Access to confidential exam materials by someone with a personal interest in a candidate's outcome

4. Declaration Process

- All staff must complete a **Conflict of Interest Declaration Form** annually in September and upon joining the centre.
- Declarations must be submitted to the Examinations Officer and reviewed by the Head of Centre.
- A central register of declared conflicts will be maintained and updated throughout the academic year.
- Any new or emerging conflicts must be reported immediately.

5. Management and Mitigation

Where a conflict is identified, the centre will take appropriate steps to mitigate risk, including:

- Reassigning teaching, invigilation, or assessment duties
- Ensuring the staff member does not access confidential materials
- Informing the relevant awarding body before the published deadline for entries
- Ensuring no preferential treatment is given to affected candidates
- Implementing additional monitoring or quality assurance measures

6. Examples of Mitigation Measures

Scenario	Mitigation
Staff member teaching a relative	Reassign marking duties; inform awarding body
Invigilator related to a candidate	Assign to a different room or exam series
Exams Officer with a family member sitting exams	Restrict access to confidential materials; assign alternate staff for key tasks
Teacher working for an awarding body	Ensure no overlap with current subject cohort; follow awarding body protocols

7. Reporting to Awarding Bodies

The Head of Centre is responsible for reporting conflicts of interest to awarding bodies using the appropriate channels (e.g. webforms or email) before the published deadline for entries. Records of communication and mitigation must be retained for inspection.

8. Record Keeping

- All declarations and mitigation actions will be stored securely in the centre's JCQ Conflict of Interest folder.

- Records will be retained for at least one academic year after the relevant examination series.
- The register will be available for JCQ inspection upon request.

9. Related Policies and Documents

- JCQ *General Regulations for Approved Centres*
- JCQ *Instructions for Conducting Examinations*
- Journey Independent School Exams Policy
- Internal Appeals Policy
- Whistleblowing Policy

10. Review and Approval

This policy will be reviewed annually by the Head of Centre, Angela Cousins, and Examinations Officer, Kate Ludlam. Updates will reflect changes in JCQ guidance and awarding body requirements.

For further JCQ guidance, see [JCQ's advice on managing conflicts of interest](#).

APPENDIX 1:

Staff Declaration of Conflict of Interest: Examining

[JIS Conflict of Int - Staff Declaration Form](#)