

St Bede's Catholic Voluntary Academy



Exams – Conflicts of Interest Policy

“We commit ourselves to love, respect and serve one another as disciples of Jesus Christ”

Date of Policy Review	September 2025
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Introduction

Within the Academy we strive to create a learning environment, curriculum, experiences and relationships in which all individuals can find expression, be nourished and developed.

The Academy commits itself to creating an environment for everyone that is characterised by our core values of Truth, Justice, Forgiveness, Generosity and Respect. These values have been used to determine this policy.

Purpose of the Policy

To summarise how St Bede's manages conflicts of interest within the centre in reference to examinations. To outline the centre's procedures in relation to conflicts of interest.

What is a conflict of interest?

As designed in the General Regulations for Approved Centres 2025-2026 (5.3j page 15), a conflict of interest could be –

- 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

Procedure

- At the beginning of the academic year staff will be informed of the procedures for conflicts of interest and will be asked to discuss with the HoC/EO in the first instance if they believe they have a conflict of interest.

- If the centre is made aware of a conflict of interest, the EO will process declarations with the awarding bodies outlining the conflict of interest.
- The Head of Centre will document measures taken to mitigate potential risk to the integrity of the qualification(s).
- Heads of centre should note that entering members of centre staff for qualifications at their own centre must be as a last resort in cases where the member of centre staff is unable to find another centre.
- The head of centre is responsible for ensuring 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.
- The head of centre must ensure 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
- The EO will dual sign these measure with the Head of Centre.
- The EO will retain hard copies of these records until the deadline for the review of marking has passed.

Procedure for staff

- Staff who are undertaking qualifications will be entered at an alternative centre.
- Staff must declare to the Head of Centre if they are undertaking a level ½ qualification that may cause a conflict of interest.
- Staff must declare to the Head of Centre if they are marking and/or moderating for an Awarding Body.
- The Head of Centre will keep a record of centre staff marking and/or moderating for the current academic year.