



BEACONSFIELD HIGH SCHOOL

Limitless Ambition

CONFLICT OF INTEREST POLICY (EXAMS)

Date last reviewed: September 2025

Next Review Date: September 2026

For Review by: Exams Officer/Assistant Head in charge of Exams

Contents

1. Introduction	2
2. Purpose	3
3. Scope of Policy	3
4. Definition of Conflict of Interest	3
5. Principles	3
6. Responsibilities	3
7. Equality impact and monitoring the policy and procedure	4

1. Introduction

Beaconsfield High School is required to have in place a Conflict of Interest policy that enables us to identify, manage and mitigate any potential conflict of interest. All staff and other individuals related to the school have a responsibility to be aware of the potential for a conflict of interest.

2. Purpose

The purpose of this policy is to provide guidance to staff and any other relevant individuals on handling possible conflicts of interest that may arise as a result of their roles as teachers, invigilators, and assessment/exam-related administrators. The policy is designed to protect the integrity of our qualifications and the assessment process. It applies to all staff or other individuals whenever they interact or potentially interact with any of the school assessment/exam related functions. The policy is also designed to protect our staff by providing guidance on handling possible conflicts of interest that may arise as a result of the school's role in delivering courses.

This policy:

- Defines what is meant by 'conflict of interest' in this context
- Describes the issues of conflict of interest in the context of working for the school in an assessment/exam related function or with, or for, an awarding organisation.
- Sets out which conflicts can be managed and how they should be managed, and those which are considered unmanageable and therefore cannot be allowed.
- Illustrates potential conflict of interest situations, some of which are not obvious

3. Scope of Policy

This policy applies to staff and other individuals who interact or potentially interact with the assessment related work/examinations of the school. This includes individuals involved with all aspects of devising, setting, marking, administering, invigilating, internally quality assuring or any other activity connected with the assessment of candidates and associated supporting resources and services.

The individuals falling within the scope of this policy include all staff employed by the school on a full-time, part-time, or casual basis.

4. Definition of 'conflict of interest'

A conflict of interest is a situation in which an individual has competing interests or loyalties, which could compromise or appear to compromise their decisions if it is not properly managed. In this context there is a potential conflict of interest when a member of staff has friends or relatives taking assessments or examinations, at this school or elsewhere. A conflict of interest occurs where any member of staff who has access to privileged information, or is responsible for making decisions about assessment outcomes, could, potentially, use that information, or their position, to give an unfair advantage to a close friend or relative entered for an examination/assessment at the school or another centre.

The Joint Council for Qualifications (JCQ) use the term 'Related People' to cover close friends and relatives. 'Related People' are those with whom the member of staff has a close relationship. It would certainly include spouses, children and siblings, but would also include close friends, relatives and members of the household where there is regular contact, such that privileged information might be

shared inappropriately. A step-relative, cousin, niece etc. would count if the contact with that person was close and frequent.

A conflict of interest also occurs if any member of staff is entered for an examination or assessment at the school or elsewhere.

5. Principles

The school will:

- Review its processes annually to ensure that all conflicts of interest or potential conflicts of interest are managed and resolved
- Ensure that anyone who has access to confidential assessment material for a qualification understands the confidential nature of the content
- Ensure that all members of staff declare any interest for (friends, family or other 'Related People' sitting examinations
- Ensure that no member of staff is asked to assess, invigilate or internally verify the work of a student who is a family member, other relative or close friend
- Ensure that no member of staff uses their role within the school to compromise the security and confidentiality of all assessment documents including examination papers
- Ensure that no member of staff makes live assessment materials available to individuals, whether or not students of the school, when not specifically tasked with assessing them as part of a timetabled activity

6. Responsibilities

Line managers are responsible for ensuring that all new staff are aware of, and understand, the Conflict of Interest policy. Any day-to-day concerns identified by an individual should be raised with their line manager

The Exams Office will ensure that all JCQ requirements are adhered to and will maintain appropriate records accordingly

All individuals will be required annually to read and understand the Conflict of Interest Policy

The most important feature of the policy is the requirement that individuals should always disclose an activity if there is any doubt about whether it represents a conflict of interest. A conflict of interest occurs where any member of staff who has access to privileged information, or is responsible for making decisions about assessment outcomes, could, potentially, use that information, or their position, to give an unfair advantage to a close friend or relative entered for an examination/assessment at the school or another centre. Prior to each examination series, all staff and other relevant individuals must inform the exams office of any 'Related People' being entered for examinations at the school and also at any other examination centre, during that exam series, if there is a potential conflict of interest. They do this by completing a Microsoft Form. Communication should be directly to the Examinations Officer who will liaise with the Assistant Headteacher in charge of Examinations. Disclosures should be made as soon as potential or actual conflict is discovered.

Any concerns that the individual feels are urgent should be communicated immediately to the Assistant Headteacher in charge of Examinations and may be done so in confidence. It is an individual's right to raise concerns relating to the conflict of interest directly with the senior leadership team and to receive a response to their concerns.

7. Equality impact and monitoring the policy and procedure

In monitoring the impact of this policy and procedure, the school will have due regard to its Equality and Diversity Policy and its single Equality Duty. It will consider any concerns raised or complaints received, based on student and staff data, feedback, surveys and/or professional judgement.

If you have a question or a suggestion to improve the policy, please contact the Assistant Headteacher in charge of Examinations.