



Conflicts of Interest Policy (Exams)

Kendal College

Conflicts of Interest Policy (Exams)

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| Centre name | Kendal College |
| Centre number | 42327 |
| Date policy first created | 02/12/2025 |
| Current policy approved by | Jason Turton |
| Current policy reviewed by | Craig Owen |
| Date of review | 02/12/2025 |
| Date of next review | 18/09/2026 |

Key staff involved in the policy

| Role | Name |
|-----------------------------|---|
| Head of centre | Jason Turton |
| Senior leader(s) | Craig Owen |
| Exams officer | Chloe Chatting-Walters |
| Other staff (if applicable) | Exam Administrators Amber Heap-Exams Team Leader |

This policy is reviewed and updated annually to ensure that conflicts of interest at Kendal College are managed in accordance with current requirements and regulations.

Reference in the policy to **GR** relates to relevant sections of the current JCQ document **General Regulations for Approved Centres**.

Introduction

It is the responsibility of the head of centre to ensure that Kendal College has in place for inspection a written conflicts of interest policy that must be reviewed and updated annually. This policy confirms that Kendal 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 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 Kendal College manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

General principles

A process is in place to Collect any declaration of interest from all employees to disclose any conflict of interests

Declaration process

An electronic declaration of interest form is sent to all centre staff in September by the Exams Officer. Completed forms must be returned before 1st November. Any changes throughout the academic year must be communicated to the Exams Officer.

It is the duty of all employees to disclose any conflict of interest. Failure to disclose a conflict of interest may result in disciplinary action. Application for permission to undertake other activities will require the individual concerned to declare any conflict of interest before permission will be granted. Disclosure should be made in writing and should be directed to the HR Manager. This procedure will also apply in other situations giving rise to a potential conflict of interest. Should a member of staff be unclear as to whether any potential external involvement should be declared, advice should be sought.

Managing conflicts of interest

For internal recording purposes, a conflicts of interest log is maintained and any potential conflict declared by centre staff is centrally recorded on the log. The relevant awarding bodies are informed (where required by the nature of the conflict) of specific conflicts of interest and 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 protocols put in place to mitigate any potential risk to the integrity of the qualifications affected are recorded on the forms and the affected member of staff informed of these measures/protocols.

Staff will be reminded annually to declare or amend any register of interest held by Human Resources. The HR manager will seek the permission of the Principal should any declarations raise any potential conflict.

Additional information:

In addition, a further declaration as to any conflict of interest may be requested by the College at the funding award stage in connection with any externally funded research project. If a conflict of interest or a potential conflict of interest has been disclosed, the individual concerned shall discuss a possible resolution with the HR manager. Members of the Governing body and Senior Managers complete an annual declaration of interests. The Director of Governance shall keep a record of declarations of interest for Governors and Senior Managers. Any unresolved matter will be referred to the Audit and Risk Committee for advice; in cases of difficulty the matter shall then be referred to the wider Governing Body.

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:

to ensure that centre staff are aware of their duty to declare any conflict of interest and that any changes throughout the academic year are reported.

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.

Additional responsibilities:

Changes 2025/2026

In terms of JCQ regulations for 2025/2026, no changes are applicable to this policy.

(Updated) The **General principles** section content has been reformatted and will require the user to edit and repopulate this section.

Centre-specific changes