



## **POLICIES & PROCEDURES**

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### **Examinations Conflict of Interest Policy**

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<b>Policy Owner:</b>	Head of Quality and Student Engagement
<b>Date Approved:</b>	19 November 2025
<b>Version:</b>	V3.0
<b>Equality Screening Date:</b>	24 October 2023
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<b>Location:</b>	Gateway

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## 1. Introduction

1.1 It is the responsibility of the head of centre to ensure that South West College has a written conflicts of interest policy in place available for inspection. This policy confirms that South West 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 /units and their immediate family (e.g. son/daughter) for qualifications which include internally assessed components; 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).

## 2. Purpose of Policy

2.1 The purpose of this policy is to confirm how South West College manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

## 3. General Principles

3.1 A process is in place using an online digital form to collect all information relating to JCQ conflicts of interest and ensure all staff are informed of the process to minimise

potential risks to the integrity of all qualifications by every member of staff employed by South West College to ensure we are fully compliant with general regulations and identify any potential risks involved.

#### **4. Declaration Process**

- 4.1 The Head of People and Culture will send an email to all staff in South West College prior to every examination's series containing information regarding JCQ conflict of Interest. This email contains a link for staff to access an electronic conflict of interest form. The form is also available via the College staff hub/gateway portal throughout the year. This form should be completed by all staff and we will collate the responses into a spreadsheet and collect all the relevant information on the conflict should it arise.

#### **5. Managing Conflicts of Interest**

- 5.1 The conflict of interest spreadsheet is downloaded and monitored by the examinations co-ordinator on a regular basis to check for updated conflicts of interest. Where a conflict of interest is identified the Exams co-ordinator will follow the JCQ or relevant awarding organisation's regulations on identifying and process the request in line with their guidance. The agreed measures are taken to migrate any potential risks to the integrity of the qualifications affected. All staff will be informed about the process taking place and what measures are in place.

#### **6. Roles and Responsibilities**

##### **6.1 Head of Centre**

The role of the Head of Centre is to:

- Ensure conflicts of interest are managed according to the requirements (GR 5.3) Ensure clear 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 (GR 5.3)

- Ensure the records are available where they may be requested by a JCQ Centre Inspector and/or awarding body staff (GR 5.3)
- Ensure 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 (GR 5.3)
- Ensure 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.
- Ensure 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.
- 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 (GR 5.3).

Additional responsibilities:

- Ensure the Director of Curriculum and Heads of Department are informed of any conflicts of interest within their areas to ensure we are fully compliant and additional mitigations are in place where a conflict exists.

## 6.2 Exams office/officer

The role of the exams officer/office is to:

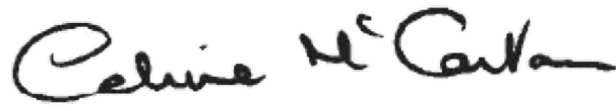
- Ensure the process for collecting declarations of interest is undertaken.
- Identify and follow the awarding body's administrative process for submitting details of members of staff who are taking qualifications which include internally assessed components/units at their own Centre, teaching and preparing 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 (GR 5.3).
- 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 (GR 5.3).

## **7. Promotion and Review**

- 7.1 The College will ensure that adequate resources are made available to promote this policy effectively and is committed to reviewing this policy every year.

Signed Principal and Chief Executive:



Date:

19.11.25

Signed Chair of the Governing Body:



Date:

19/11/2025

## Related Documentation

Title	Location	Owner
JCQ General Regulations	<a href="https://www.jcq.org.uk/exams-office/general-regulations/">https://www.jcq.org.uk/exams-office/general-regulations/</a>	Joint Council for Qualifications

## Change Log

Location	Change from deletion/addition	Change to
4.1	Deletion: Examinations Manager or Examinations Co-ordinator	Head of People and Culture
3.1	Addition:	“using an online digital form”
7.1	Change of review date	September 2026

## Communication

Who needs to know (for action)	All Curriculum Staff Exams Staff
Who needs to be aware	All Staff

## Communication Plan

Action	By Whom	By When
Upload onto Gateway	Nicola Nugent	On approval and signing
Circulation to key staff	Exams Co-ordinator	On approval and signing

## Document Development

Details of staff who were involved in the development of this policy:

Name	Role
Brian McIllduff	Head of Quality & Student Engagement
Lesley Black	Examinations Co-ordinator

Details of staff, external groups or external organisations who were consulted in the development of this policy:

Name	Organisation	Date
Head of Quality & Student Engagement	SWC	
Chief Executive	SWC	

## Approval Dates

Approved by	Date
Governing Body	19 November 2025

## Document History

Issue no. under review	Date of review:	Persons involved in review	Changes made after review. Yes/No If yes refer to change log	New Issue No.	If changes made was consultation required?	If changes made was Equality Screening required?
	New Policy					
V1.0	02/10/2024	L Black	Y	V2.0	No	No
V2.0	26/09/2025	L Black	Y	V3.0		