



THE HOLLINS

CONFLICT OF INTEREST POLICY

Date agreed: January 2025

Date to be reviewed: January 2026

Exams Conflict of Interest Policy

Centre name	The Hollins
Centre number	47203
Date policy first created	15/01/2025
Date of next review	15/01/2026

Key staff involved in the policy

Role	Name
Head of centre	Samantha Haydock
Senior leader(s)	Paula Hargreaves
Exams officer	Vanessa Pilkington
Other staff (if applicable)	

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

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

Introduction

It is the responsibility of the head of centre to ensure that The Hollins has a written conflicts of interest policy in place available for inspection. This policy confirms that The Hollins:

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 clear 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

Purpose of the policy

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

General principles

A process is in place to the exam officer to collect declaration forms from staff from relevant centre staff to manage any potential conflict of interests.

Declaration process

A hard copy of the conflict of interest form will be filled out by hand to relevant centre staff by the 1st of February and sent to the awarding bodies before the 21st February.

Managing conflicts of interest

Any conflicts of interests will be held and logged by the exams officer, who will inform all the awarding bodies before the deadlines of entries, 21st February, for all examinations.

Roles and responsibilities

The role of the head of centre

- Ensure conflicts of interest are managed according to the requirements
- 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
- Ensure the records are available where they may be requested by a JCQ Centre Inspector and/or awarding body staff
- 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
- 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

The role of the exams office/officer

- 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
- 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