Oak Academy

Conflicts of Interest for Exams

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1. Introduction

1.1. Statement of Intent

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

This policy confirms that Oak Academy:

- 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 that are taking qualifications at other centres

1.2. Audience

This policy is intended for use by all support, teaching staff and management of Authentic Education.

1.3. Revision History

Issue	Date	Author	Changes
V0.00	April 2026	AVP Standards	

1.4. Definitions

Detail any definitions here to aid in the understanding of the policy that the reader may not be familiar with. This may include technical or statutory definitions.

2. Declaration Process

An electronic form requesting any conflict of interest information is sent to all staff, to be returned to the Exams Officer.

3. Managing conflicts of interest

For internal recording processes, a conflict-of-interest log is maintained and any potential conflict of interest declared is recorded on the log. Where relevant, awarding bodies are informed and any measures required by the awarding bodies are noted and carried out.

Further supervisory processes are added should a member of the Exams Office staff identify a possible conflict of interest.

4. Roles and Responsibilities

The Head of Centre is to ensure:

- Conflicts of interest are managed according to the requirements.
- 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 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.

The role of the exams officer is:

- 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.