



Conflicts of Interest Policy (Exams)

Bradford AP Academy

Conflicts of Interest Policy (Exams)

Centre name	Bradford AP Academy
Centre number	37237
Date policy first created	08/01/2024
Current policy approved by	Local Advisory Board
Current policy reviewed by	Claire Tattersall
Date of review	25/11/2025
Date of next review	24/11/2026

Key staff involved in the policy

Role	Name
Head of centre	Deborah Hudson
Senior leader(s)	Richard Bottomley
[33]	Claire Tattersall
Other staff (if applicable)	Suzy Zito

This policy is reviewed and updated annually to ensure that conflicts of interest at Bradford AP Academy are managed in accordance with current requirements and regulations and reflects centre practice.

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 Bradford AP Academy has in place for inspection a written conflicts of interest policy that must be reviewed and updated annually. This policy confirms that Bradford AP 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 (This requirement also extends to centre staff conducting internally assessed or externally assessed Speaking, Listening or Oracy components/units)

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 Bradford AP Academy manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

General principles

A process is in place to Send out and collect back Declaration of Interest forms to all staff members involved in teaching of candidates in Spring Term 1 from All centre staff to Identify and manage any conflicts of interest

Declaration process

An official declaration of Interest form is sent to staff members involved in teaching of candidates or the examination process in Spring term 1 (thereafter should a new student to whom this applies is admitted on roll to the centre) to ascertain any declarations of interest. Completed forms must be returned to Claire Tattersall, Exams Officer, within 5 working days

Managing conflicts of interest

A conflicts of interest log is maintained and any potential conflict declared by centre staff is centrally recorded on the log

The relevant awarding body/bodies is/are informed (where required by the name of conflict) of specific conflicts of interest/centre staff declarations before the published deadline for entries for each examination series by identifying and following the individual awarding bodys administrative process

The agreed measures/protocols taken/put in place to mitigate any potential risk to the integrity of the qualifications affected are recorded on the log and the affected member of staff informed of these measures/protocols.

Additional information:

Any invigilators who declare a conflict of interest, will be placed at an alternative site during the examination.

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:

Ensure that centre staff are aware of the requirement to declare any interest

Ensure that declarations are recorded/logged as potential conflicts of interest

The role of the exams office

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 (This requirement also extends to centre staff conducting internally assessed or externally assessed Speaking, Listening or Oracy 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:

Due to the nature of the provision, new students can be admitted on roll at any time. The exams officer is responsible for checking new students on roll do not meet the threshold for conflict of interest/declaration of interest to the awarding bodies

Changes effective from 1 September 2026

(Updated) To include where reference is made to members of centre staff teaching and preparing those with whom they have close relationships, this requirement also extends to centre staff conducting internally assessed or externally assessed Speaking, Listening or Oracy components/units.

Centre-specific changes

Upon review in November 2025 no centre specific updates or changes are applicable to this document