



The BRIT School

Conflicts of Interest Policy (Exams)

2025-2026

KEY STAFF INVOLVED

Role	Name(s)
Head of Centre	Stuart Worden
Senior Leaders	Louise Cooper Katie Findlater
Exams Officer	Charlotte Byrne

Purpose of the policy

This policy is reviewed and updated annually to ensure that conflicts of interest at The BRIT School are managed in accordance with current requirements and regulations. The purpose of this policy is to confirm how The BRIT School manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

Introduction

It is the responsibility of the head of centre to ensure that The BRIT School has a written conflicts of interest policy for inspection that must be reviewed and updated annually. This policy confirms that The BRIT School manages conflicts of interest by informing the awarding bodies, before the published deadline for entries for each exam 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:

- centre staff are taking qualifications at other centres (GR 5.3).
- 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.

General principles

A process is in place to collect any declarations of interest, from all members of staff, to identify and manage any potential conflicts of interest.

Declaration process

An electronic form is sent to all centre staff at the beginning of October. The completed forms are returned to the Exams Officer by the end of October, where they are then reviewed.

Managing conflicts of interest

A conflicts of interest log is maintained and any conflict declared by staff is recorded on the log. The relevant awarding body is informed (where required) of specific staff declarations before the deadline for entries for each exam series. The awarding body's administrative process is followed, and the agreed measures put in place and recorded on the log. The affected member of staff is informed of these measures.

Roles and responsibilities

The role of the head of centre is to ensure:

- conflicts of interest are managed according to the requirements in GR 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

The role of the exams office/officer

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 ensure the process for collecting declarations of interest is undertaken, and 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.

Appendix 3: Summary of Mitigations for Each Type of Conflict of Interest

Conflict of interest	Mitigations in place to mitigate any potential risk to the integrity of the qualifications affected
<p>As a last resort where unable to find another centre - Member of centre staff is taking a qualification(s) at this centre which includes an internally assessed component/unit</p> <p><input type="checkbox"/> Conflict of interest declared to relevant awarding body before the published deadline for entries (for each affected examination series)</p>	<ul style="list-style-type: none"> ● The member of centre staff is prevented from having access to confidential examination/assessment materials prior to exam(s)/assessment(s). ● The centre briefs other staff on maintaining the integrity and confidentiality of exam/assessment materials. ● The member of centre staff is treated in the same way as any other candidate entered for that qualification, does not have access to examination materials and does not receive any preferential treatment.

<p>Member of centre staff is teaching and preparing a member of family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for a qualification(s) which includes an internally assessed component/unit</p> <p><input type="checkbox"/> Conflict of interest declared to relevant awarding body before the published deadline for entries (for each affected examination series)</p>	<ul style="list-style-type: none"> • Every effort is made to avoid situations where a candidate is assessed by a person who has a close personal relationship with the candidate. • The member of centre staff is not solely involved in making assessment decisions for the affected candidate for any internally assessed component/unit. • The marked work of the affected candidate is submitted for moderation whether or not it is part of the moderation sample.
<p>Member of centre staff is a member of exams office staff and has a member of 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 at this centre or another centre</p>	<ul style="list-style-type: none"> • The member of exams office staff does not have unaccompanied access to confidential examination materials (for example, question papers, pre-release materials, answer scripts, etc.) for the qualifications in question on the days of these exams. • On the days of exams in the qualifications in question, another person confirms and signs/dates that the exam packs remain sealed and have not been opened. • The member of exams staff commits to not contacting their family member on the morning or afternoon of exams in the qualifications in question. • If the candidate is sitting the exams at this centre, another person is present for particular administrative arrangements relating to the candidate's exams/assessments.
<p>A member of staff is taking a qualification at this centre which does not include internally assessed components/units.</p>	<ul style="list-style-type: none"> • The member of centre staff is prevented from having access to confidential examination materials prior to exam(s). • The centre will brief other relevant centre staff on maintaining the integrity and confidentiality of examination materials. • The member of centre staff is treated in the same way as any other candidate entered for that qualification, does not have access to examination materials and does not receive any preferential treatment.
<p>Member of staff is taking a qualification at another centre.</p>	<ul style="list-style-type: none"> • The member of centre staff does not have access to confidential examination materials for the same awarding body qualification if this is delivered in the centre.

