



Conflict of interest policy 2025-2026

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August 2026

**MORE
HOUSE
SCHOOL**

KNIGHTSBRIDGE

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1. Key staff involved in the policy

Head of Centre	Claire Phelps
Exams Officer	Jorge Rodriguez
Deputy Head	Toby Robertson

2. Purpose of the procedure

As detailed in section 5.3z of the General Regulations for Approved Centres: 1 September 2024 to 31 August 2025, published by the Joint Council of Qualifications (JCQ), there is the requirement for a conflicts of interest policy to be in place and available for inspection. It is the responsibility of the head of centre to ensure that More House School has a written conflicts of interest policy.

This policy confirms that More House School:

- 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 at either the centre itself or other centres;
 - Centre staff are taking qualifications at their own centre which do not include internally assessed components/units; and
 - Centre staff are taking qualifications at other centres. (General Regulations for Approved Centres, section 5.3j)

This policy is reviewed and updated annually on the publication of updated JCQ regulations.

As a registered exam centre, More House School is required to take all reasonable steps to ensure that any conflicts of interest in relation to the delivery and awarding of examinations/assessments are identified, recorded and managed effectively.

A conflict of interest occurs where any member of staff who has access to privileged information, or is responsible for making decisions about assessment outcomes, could, potentially, use that information, or their position, to give an unfair advantage to students with whom they have a relationship and who are entered for an examination/assessment at the centre or any other centre. A potential conflict of interest also occurs where a member of centre staff is entered for an examination/assessment.

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

3. General principles

A process is in place to collect any declarations of interest, including those relating to relationships with students outside of school, from all centre staff to enable the centre to identify and manage any potential conflicts of interest.

a. Declaration process

An electronic form is used to collect declarations of interest and this is sent to staff in the autumn term of each year. This information is reviewed by the Deputy Headteacher with responsibility for exams and the Exams Officer.

b. Managing conflicts of interest

- A log of conflicts of interest is maintained and any potential conflict declared by centre staff is centrally recorded on this.
- The relevant awarding body/bodies is/are informed (where required by the nature of the conflict) of specific conflicts of interest/centre staff declarations by the published deadline for entries for each examination series by identifying and following the individual awarding body's 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.

4. Roles and responsibilities

- The role of the Head of Centre is to ensure that, in line with Section 5.3j of the General Regulations for Approved Centres:
 - Conflicts of interest are managed according to the requirements;
 - 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;
 - 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;
 - 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;
 - 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; and
 - 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, in line with Section 5.3j of the General Regulations for Approved Centres:
 - Ensure that 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; and/or
- 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
- 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 1: Staff Declaration of Interests (Examinations)

Name of member of staff:

Are you taking any qualifications, or planning to take any GCSE or A-level qualifications, at More House School or another school/exam centre during the coming academic year?

☐ Yes

☐ No

If yes, please provide details of the qualification(s) and confirm the exam centre being used:

Are you teaching and/or preparing members of your family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for GCSE or A-level qualifications that include internally assessed components or units during the coming academic year?

☐ Yes

☐ No

If yes, please provide details of the qualification(s) and confirm the exam centre being used:

Are you tutoring (paid or unpaid) a student at either More House School or another school/exam centre for GCSE or A-level qualifications that include internally assessed components or units during the coming academic year?

☐ Yes

☐ No

If yes, please provide details of the qualification(s) and confirm the exam centre being used:

Are you a member of exams office staff and have a member/members of your family (including step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for GCSE or A-level exams at either More House School or another school/exam centre?

☐ Yes

☐ No

If yes, please provide details, including the qualifications being studied and exam boards:

Declaration: I understand that, by returning this declaration, I am confirming that the information above is complete and correct to the best of my knowledge and belief. I undertake to keep this declaration up to date while I hold any position that requires it, and to renew it each year.

Signature:

Date:

Appendix 2: Relationships with Students Outside of Work Declaration template

It is recognised that there may be circumstances whereby employees of the school are known to pupils outside of work.

Staff must declare any relationship outside of the school that they may have with students.

Employee Name	Student Name	Relationship

I can confirm that I am fully aware of the code of conduct relating to contact out of the school with pupils in line with this policy.

If I am tutoring a pupil outside of the school, I am aware that the following must be adhered to:

- I do not, at any point, teach the child in question as part of my daily timetable - this is a stipulation of such tutoring
- I emphasise to parents that this is done completely independently of the school
- no monies come through the school at any point, either informally (e.g. via the pupil) or formally
- no private tutoring has/will take place on the school premises.

I confirm that if these circumstances change at any time, I will complete a new form to ensure the school is aware of any relationships.

Full Name

Current Position

Signed by _____

Date _____

Head of Centre:
Ms C Phelps

Examinations Officer:
Mr J Rodriguez

Date: August 2025