



The Thomas Hardy School

# Conflict of Interest Policy (Exams) 2024/25

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Date of next review	Autumn Term 2025

**Key staff involved in the exams policy**

<b>Role</b>	<b>Name(s)</b>
Head of centre	<b>Mr N Rutherford</b>
Exams Manager line manager (Senior leader)	<b>Mrs L Morrison</b>
Exams Manager	<b>Mrs C Boyles</b>
SENCo	<b>Ms H Rowden</b>
SLT member(s)	<b>Mrs L Morrison, M J Dean, Mrs C Noble, Mr S Walker, Mr R Nicholls, Mrs R Glennie, Ms C Tanner</b>

## **Introduction**

The Thomas Hardy School manages conflicts of interest in accordance with the JCQ General Regulations for Approved Centres (section 5.3,j). Roles and responsibilities for normal delivery arrangements are detailed in the Centre's Exams Policy to ensure that awarding bodies are informed (where required) of any relevant conflict declared by members of Centre staff and records are maintained that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries.

## **Purpose of the Policy**

This policy addresses how The Thomas Hardy School manages conflicts of interest under the specific arrangements in academic year 2024-2025.

## **General Principles**

A process is in place to collect any declaration of interest from all staff involved in the arrangements and to manage any potential conflicts of interest.

## **Declaration process**

An electronic and/or hard copy of the declaration of interest form is sent to centre staff and casual invigilators in the Autumn Term. Completed copies must be returned to the Exams office.

## **Managing conflicts of interest**

The exams officer informs the relevant awarding bodies of any conflict of interest by filling in the online form before the published deadline for entries for each examination series. The agreed measures taken/put in place to mitigate any potential risk to the integrity of the qualifications affected are recorded and the affected member of staff informed of these measures.