Merchant Taylors' School

EXAMINATIONS – CONFLICT OF INTEREST POLICY

Centre 17632

This policy confirms that Merchant Taylors' School will manage conflicts of interest by maintaining internal records and 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 this 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 includes centre staff conducting internally or externally assessed Speaking or Listening components. Where this is the case, the member of staff will complete the Conflict of Interest Form, which is countersigned by the relevant Head of Department and Head of Centre.

We will:

- Maintain internal records of any members of centre staff who are taking qualifications at this centre which do not include internally assessed components/units and of centre staff taking qualifications at other centres
- Maintain internal records of any members of centre staff who 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 qualifications either at this or another centre
- Ensure 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.
- Ensure the records are available where they may be requested by a JCQ Centre Inspector and/or awarding body staff.
- Ensure 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.
- Ensure that entering members of centre staff for qualifications at this centre is as a last resort and only allowed in cases where the member of centre staff is unable to find another centre.
- Where there is a conflict of interest with the Head of Exams, they will remain in role. They will have a member of the Exams Team with them when dealing with any confidential material and all admin tasks will be double checked by a colleague. Online access will not be revoked and can be monitored by the Head of Centre, Exam staff and/or the awarding bodies.

All members of staff are emailed a link to an Office Form which must be completed by the end of September. All responses go automatically to a spreadsheet for analysis.
Once all responses have been received, we go through the log and decide which conflicts need to be kept on record, and which must be declared to the awarding body/bodies. Where necessary, we note down the measures we have taken to mitigate any malpractice.

Head of Examinations
October 2026
To be reviewed October 2027

EXAMINATIONS – CONFLICT OF INTEREST FORM

Staff Consent:

By signing the section below, I confirm that I have read and understood the school's conditions for allowing me access to confidential exam material:

- I confirm that I will not attempt to access unauthorised or restricted content for the purpose of supporting my son
- I will not ask members of MTS staff to provide unauthorised material or restricted content for the purpose of supporting my son
- I will maintain the integrity of examinations and follow all exam board and school regulations.

Name: _____

Signature: _____

Date: _____

Head of Department Consent:

- I confirm that measures have been put into place to prevent this member of staff from accessing examination material prior to the examination
- I confirm that measures have been put in place to ensure this member of staff will not be present during their son's assessments
- I confirm that this member of staff will not receive any preferential treatment.

Name: _____

Signature: _____

Date: _____

HOC Signature: _____ Date: _____