Conflicts of Interest Policy 2026-2027



Westwood College

Implementation Date: 22.10.2026

Review Date: September 2027

V1

Introduction

The Head of Centre is responsible for ensuring that Westwood College has a written **Conflicts of Interest Policy**. This policy is reviewed and updated every year.
Westwood College is committed to identifying, recording and managing any conflicts of interest to protect the fairness and integrity of qualifications and examinations.

What is a Conflict of Interest?

A conflict of interest may arise when a member of staff has a personal connection that could affect, or be seen to affect, examination or assessment processes.
Examples include:

- A member of staff taking a qualification at Westwood College.
- A member of staff teaching, assessing or preparing a family member, close friend or someone they have a close personal relationship with for a qualification.
- Exams office staff having family members or close friends entered for examinations either at Westwood College or another centre.

This includes step-family, foster family and similar close relationships.

How We Identify Conflicts of Interest

All staff must complete a **Declaration of Interest Form** each year.
Process

- An electronic form is sent to all staff at the start of the academic year.
- Completed forms must be returned to the Exams Officer by the end of September.
- Any declared conflicts are reviewed and recorded.

Recording and Managing Conflicts

Westwood College keeps a **Conflicts of Interest Log** which records:

- Staff taking qualifications at Westwood College.
- Staff taking qualifications at another centre.
- Staff teaching, assessing or preparing family members, close friends or those with whom they have a close relationship.
- Exams office staff with family members or close friends entered for examinations.

Where required, awarding bodies will be informed of any relevant conflicts before the entry deadline for each examination series.
Appropriate measures will then be put in place to ensure the integrity and security of the qualification and assessment process.

How We Manage Risks

When a conflict of interest is identified, Westwood College will:

- Assess any potential risks.
- Put measures in place to reduce those risks.
- Record all actions taken.
- Inform the member of staff involved of any arrangements that apply to them.
- Notify awarding bodies where required.

Roles and Responsibilities

Head of Centre

The Head of Centre is responsible for ensuring that:

- Conflicts of interest are managed in line with JCQ regulations.
- Accurate records are kept of all conflicts and actions taken.

- Records are available for inspection if requested by JCQ or awarding bodies.
- Records are retained until all reviews, appeals, malpractice investigations and results enquiries have been completed.
- Staff are only entered for qualifications at Westwood College as a last resort if another centre cannot be used.
- Suitable arrangements prevent staff candidates from accessing confidential examination materials.
- Other staff understand their responsibilities for maintaining examination security.
- Staff taking examinations are treated exactly the same as all other candidates and receive no preferential treatment.

Exams Office
The Exams Office is responsible for:
- Collecting and monitoring Declaration of Interest Forms.
- Maintaining the Conflicts of Interest Log.
- Reporting relevant conflicts to awarding bodies where required.
- Keeping records of any actions taken to manage conflicts of interest.
- Retaining records until all reviews, appeals, malpractice investigations or results enquiries have been completed.

The Exams Office must also report cases where staff are:
- Taking qualifications at their own centre that include internally assessed components.
- Teaching, assessing or preparing family members, close friends or those with whom they have a close relationship for qualifications that include internally assessed components.

This requirement also applies to staff involved in **Speaking, Listening or Oracy assessments**, whether internally or externally assessed.

Changes from 1st September 2026

From **1st September 2026**, the requirement to declare conflicts of interest relating to family members, close friends and other close relationships also applies to staff conducting:
- Internally assessed Speaking, Listening or Oracy components.
- Externally assessed Speaking, Listening or Oracy components.

Summary
Westwood College is committed to ensuring that all examinations and assessments are fair, secure and free from bias. All staff are required to declare any potential conflicts of interest so that appropriate measures can be put in place to protect the integrity of qualifications and maintain public confidence in examination outcomes.