

CONFLICTS OF INTEREST LOG 2024/25

Date recorded	Staff name & job title(s)/role(s)	Conflict of interest (COI)	Measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected

(General Regulations for Approved Centres, 5.3j) The head of centre **must** retain records of all conflicts of interest including details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected. The records may be inspected by a JCQ Centre Inspector and/or awarding body staff. They might be requested in the event of concerns being reported to an awarding body. The records **must** be 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.

This template is provided for members of **The Exams Office** only and must not be shared beyond use in your centre

EXAMPLE ONLY

Conflict of interest (COI)	Measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected
<p>(As a last resort where the member of centre staff is unable to find another centre)</p> <p>Member of staff is taking a qualification(s) at this centre which includes internally assessed components/units</p> <p><input type="checkbox"/> COI declared to relevant awarding body before the published deadline for entries (for each affected examination series)</p>	<p>[Insert as example, To:</p> <ul style="list-style-type: none"> • prevent the member of centre staff having access to examination materials prior to the examination • brief other relevant centre staff on maintaining the integrity and confidentiality of examination materials • ensure 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 <p>the arrangements below are in place:]</p> <p>[Insert as bullet points the specific measures taken/protocols in place in the centre to achieve the above]</p>
<p>Member of staff is 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</p> <p><input type="checkbox"/> COI declared to relevant awarding body before the published deadline for entries (for each affected examination series)</p>	<p>[Insert as example, To:</p> <ul style="list-style-type: none"> • make every effort to avoid situations where a candidate is assessed by a person who has a close personal relationship with the candidate • ensure the member of centre staff is not solely involved in making assessment decisions for the affected candidate for any internally assessed component/unit • ensure the marked work will be submitted for moderation whether or not it is part of the moderation sample <p>the arrangements below are in place:]</p> <p>[Insert as bullet points the specific measures taken/protocols in place in the centre to achieve the above]</p>
<p>Member of exams office staff has a member 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 this centre itself or other centres</p>	<p>[Insert as example, To:</p> <ul style="list-style-type: none"> • ensure that the member of exams office staff does not have unaccompanied access to examination materials (for example, question papers, pre-release materials, answer scripts, etc) • ensure that another person is present for particular administrative arrangements relating to the candidate's exams/assessments <p>the arrangements below are in place:]</p> <p>[Insert as bullet points the specific measures taken/protocols in place in the centre to achieve the above]</p>
<p>Member of staff is taking a qualification(s) at this centre which does not include internally assessed components/units</p>	<p>[Insert as example, To:</p> <ul style="list-style-type: none"> • prevent the member of centre staff having access to examination materials prior to the examination • brief other relevant centre staff on maintaining the integrity and confidentiality of examination materials • ensure 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 <p>the arrangements below are in place:]</p> <p>[Insert as bullet points the specific measures taken/protocols in place in the centre to achieve the above]</p>
<p>Taking a qualification(s) at another centre</p>	<p>[Insert as example, To ensure the member of centre staff does not have access to examination materials for the same awarding body qualification if this is delivered in the centre, the arrangements below are in place:]</p> <p>[Insert as bullet points the specific measures taken/protocols in place in the centre to achieve the above]</p>