



**LIONHEART**  
EDUCATIONAL  
TRUST

**EXAMS CONFLICT OF INTEREST POLICY**

**This policy applies to all secondary schools within  
the Lionheart Educational Trust**

**Approved by the Trust**

**October 2024 – October 2025**



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## The Scope of this Policy

A Conflict of Interest exists in relation to an awarding organisation where:

- (a) Its interests in any activity undertaken by it, on its behalf or by a member of its Group have the potential to lead it to act contrary to its interests of the development, delivery and award of qualifications in accordance with its Conditions of Recognition (of the awarding organisation.)
- (b) A person who is connected to the development, delivery or award of qualifications by the awarding organisation has interests in any other activity which have the potential to lead that person to act contrary to his or her interests in that development, delivery or award in accordance with the awarding organisation's Conditions of Recognition.
- (c) An informed and reasonable observer would conclude that either of these situations was the case.

## Managing and Declaring Conflicts of Interest

The Head of Centre is responsible for managing 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 internal 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 either at the centre itself or other centres
- centre staff are taking qualifications at their own centre which **do not** include internally assessed components/units
- centre staff are taking qualifications at other centres (GR 5.3)

Any undeclared conflict of interest and instances where assessment has taken place where conflict of interest exists may be investigated in line with the relevant exam boards Malpractice and Maladministration Policy.

Any and all conflict of interest pertaining to the assessment of Vocational Qualifications will be declared to the relevant exam board. Each individual involved in the assessment process is responsible for declaring conflict of interest. Where the centre is able to mitigate against a declared conflict of interest, the mitigation will be included in the declaration.

In instances where the centre cannot mitigate against a Conflict of interest (for example, where the only qualified assessor and internal verifier available at a centre are related) the unresolved conflict will be declared to the relevant exam board to enable them to make arrangements to mitigate through the external quality assurance processes.



In instances of a conflict of interest for the named Exams Officer centres will inform the awarding bodies of all necessary details. Additional measures will be put in place in the centre to ensure exam security at all times and relevant paperwork will be in place to track movement of papers and access to secure store at all times.

## Examples of Conflict of Interest in Relation to the Delivery of Vocational Qualifications

Some possible examples of a conflict of interest may include:

- Where an assessor and the internal verifier have a personal relationship.
- Where a child of the assessor or internal verifier is taking part in the assessment.

This is not intended to be an exhaustive list.

## Template for Declaration of Conflict of Interest

All staff are requested to read an online form detailing possible reasons for conflict of interest. They must click a check box to acknowledge they have no conflict. If they declare a conflict, they must complete a comments box on the on-line form outlining the nature of the conflict of interest.

Where a conflict of interest has been identified/declared records will be maintained. These records must:

- details of the measures which have been put in place to mitigate any potential risk to the integrity of the affected qualifications, to include not acting as sole invigilator or having sole access to question papers
- be available for inspection by a visiting JCQ Centre Inspector and /or awarding body staff
- be available if requested in the event of concerns being reported to an awarding body
- be kept until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed (whichever is later).



## Staff with responsibility for exam procedures

### Beauchamp City Sixth Form

Position in School	Staff
Head of Centre	Catherine Bartholomew
SLT Line Manager for Exam Officer	Dan Burke
Exam Officer	Aziza Raidhan
SLT Line Manager for SEND Coordinator	Catherine Bartholomew
SEND Coordinator	Ismahane Messahel
Other SLT member with contingency exam responsibility	Kathryn Judge

### Beauchamp College

Position in School	Staff
Head of Centre	Kath Kelly
SLT Line Manager for Exam Officer	Gary Mellor
Exam Officer	Sal Lail
SLT Line Manager for SEND Coordinator	Jim Ardley
SEND Coordinator	Belinda Howell
Other SLT member with contingency exam responsibility	Shelley Bass, Alice King

### Castle Rock School

Role	Staff
Head of Centre	Roma Dhameja
SLT Line Manager for Exam Officer	Phil Cooling
Exam Officer	Emma Knaggs
SLT Line Manager for SEND Coordinator	Roma Dhameja
SEND Coordinator	Amy Bowles
Other SLT member with contingency exam responsibility	Roma Dhameja

**Cedars Academy**

Role	Staff
Head of Centre	Laura Sanchez
SLT Line Manager for Exam Officer	Hayley Pugh
Exam Officer	Susan Panczak
SLT Line Manager for SEND Coordinator	Luke Marvell
SEND Coordinator	Emma Brewster
Other SLT member with contingency exam responsibility	James Rolfe, Dave Allard, Dan Thomas,

**Humphrey Perkins School**

Position in School	Staff
Head of Centre	Jenny Piper-Gale
SLT Line Manager for Exam Officer	Rikki Khakhar
Exam Officer	Allison Poulton
SLT Line Manager for SEND Coordinator	Matthew Rofe
SEND Coordinator	Karen Bradley
Other SLT member with contingency exam responsibility	Della Bartram

**Judgemeadow Community College**

Role	Staff
Head of Centre	Alex Grainge
SLT Line Manager for Exam Officer	Sally Howgate
Exam Officer	Rafia Mastoor
SLT Line Manager for SEND Coordinator	Sally Howgate
SEND Coordinator	Jasdeep Singh
Other SLT member with contingency exam responsibility	Emma Andrews

**Newbridge School**

Position in School	Staff
Head of Centre	Michael Gamble
SLT Line Manager for Exam Officer	Michael Gamble
Exam Officer	Leila Tillotson-Roberts
SLT Line Manager for SEND Coordinator	Sophie Maine
SEND Coordinator	Sophie Marlow
Other SLT member with contingency exam responsibility	Thomas Barr, Mick Rowbottom, Rebecca Knaggs

**Martin High School**

Role	Staff
Head of Centre	Laura Sanchez
SLT Line Manager for Exam Officer	Timothy Hackett
Exam Officer	Chloe Hollis
SLT Line Manager for SEND Coordinator	Kevin Seaward
SEND Coordinator	Emma Rudkin
Other SLT member with contingency exam responsibility	

**Mercia Academy**

Role	Staff
Head of Centre	Jackie Cooper
SLT Line Manager for Exam Officer	Jackie Cooper
Exam Officer	Nick Holmes
SLT Line Manager for SEND Coordinator	Kelly Lundman
SEND Coordinator	Katie Westwood
Other SLT member with contingency exam responsibility	

**Sir Jonathan North College**

<b>Position in School</b>	<b>Staff</b>
Head of Centre	James McKenna
SLT Line Manager for Exam Officer	Carl Hartley
Exam Officer	Amrita Ali
SLT Line Manager for SEND Coordinator	Claire Greaves
SEND Coordinator	Nic Coton
Other SLT member with contingency exam responsibility	Steve Reynard

**Lionheart Educational Trust**

<b>Role</b>	<b>Staff</b>
Chief Operating Officer	Ben Jackson
Director of Data & Exams	Richard Heppell