



**Peacehaven
Community
School**

Aspire • Believe • Achieve

Peacehaven Community School

Conflicts of Interest Exams Policy

Head of Centre	Rachel Henocq
Date	September 2022
Date for Review	September 2023
Responsibility for Review	Head of Centre

Peacehaven Community School (PCS) will ensure all existing and reasonably foreseeable conflicts of interest are identified and monitored and escalated to the relevant awarding bodies where appropriate, before the published deadline for entries. These conflicts of interest will be monitored by the Exams Office in order to mitigate any potential risk to the integrity of the qualifications affected.

The conflict of interest process is designed to protect the integrity of the examinations system, and also helps to ensure that staff members are protected if there is an allegation of malpractice due to a perceived, or real, personal interest.

Conflicts of interest include:

- any members of centre staff who are taking qualifications at PCS 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

PCS will maintain clear 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 PCS which do not include internally assessed components/units;
- centre staff are taking qualifications at other centres.

PCS understands that entering members of centre staff for qualifications at PCS must be as a last resort in cases where the member of centre staff is unable to find another centre. Centre staff will not have access to secure exam materials and will not receive any preferential treatment.

This policy has been reviewed and authorised by:



Rachel Henocq
Headteacher/Head of Centre