



Malden Oaks
School & Tuition service

Making the **MOST** of every day

Exams - Conflicts of Interest Policy

Responsible: Exams Manager

Date reviewed: January 2026

Centre name	Malden Oaks School and Tuition Service
Centre number	14408
Date process first created	09/04/2024
Current process approved by	Headteacher
Current process reviewed by	Exams Manager
Date of next review	21/01/2027

Key staff involved in the process

Role	Name
Headteacher	Samantha Axbey
Senior leader(s)	Ayse Meliz, Nick Smith
Exams Manager	Stephen Shorey
Other staff (if applicable)	NA

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Purpose of the policy

The purpose of this policy is to ensure the integrity and fairness of the examination process at Malden Oaks School and Tuition Service by identifying and managing conflicts of interest.

Scope

This policy applies to all staff members involved in the examination process, including teachers, invigilators, and administrative personnel.

Definition of Conflict of Interest

A conflict of interest occurs when an individual's personal interests could improperly influence their professional duties or the outcomes of the examination process.

Identifying Conflicts of Interest

Staff must disclose any potential conflicts of interest, which may include, but are not limited to:

- Relationships with candidates (e.g. family members, close friends)
- Financial interests related to examination outcomes
- Staff members sitting exams themselves in that exam period.

Managing Conflicts of Interest

1. Disclosure - Staff must complete a Conflict of Interest Disclosure Form at the beginning of each examination period, sent from the Headteacher in February
2. Review - The Head of Centre will review all disclosures and determine if a conflict exists
3. Resolution - If a conflict is identified, appropriate measures will be taken, such as reassigning duties or ensuring additional supervision.

Responsibilities

- Staff: Must promptly disclose any conflicts of interest and comply with resolution measures.
- Head of Centre: Responsible for reviewing disclosures and taking appropriate action.

Failure to disclose a conflict of interest or comply with resolution measures may result in disciplinary action in accordance with the school's disciplinary procedures.

Monitoring and Review

This policy will be reviewed annually to ensure its effectiveness and updated as necessary.