



‘Working together to safeguard children’

“RESPECT, BELIEVE, ACHIEVE.”

Cardinal Heenan Catholic High School

Conflict of Interest Policy

Approved by:	Name: Full Governing Body	Date: April 2024
Last reviewed on:	Date: April 2026	
Next review due by:	Date: April 2027	



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Introduction

Cardinal Heenan Catholic High School manages conflict of interest in accordance with the JCQ General Regulations for Approved Centres (section 5.3.j). Roles and responsibilities for normal delivery arrangements are detailed in our centre’s general Exams Policy to ensure that awarding bodies are informed (where required) of any relevant conflict declared by members of centre staff and records are maintained that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries.

Purpose of the policy

This policy addresses how we are managing any potential conflicts of interest under the specific arrangements for delivery in the academic year.

General principles

A process is in place to collect any declaration of personal interest from all staff involved in the arrangements for the academic year and to manage any potential conflicts of interest.

Where reference is made to candidates, this includes any internal or external candidates accepted by the centre

Declaration process

- A Declaration of Personal Interest form for academic year will be sent by the exams officer by email to all centre staff involved in the process
- Staff will be required to:
 - (where applicable) declare a personal interest in a candidate and identify their role(s) in the arrangements
 - Confirm awareness of the need to maintain the confidentiality of the grades and endorsement determined by the centre
 - Return the completed declaration to the exams officer by the specified date.

Managing conflicts of interest

- A Conflict of Interest log for the academic year will be maintained to record any potential conflicts of interest declared by centre staff
- The log will record the nature of potential conflict and a decision by the exams officer, if this is deemed a potential risk to the integrity of the centre’s assessments
- Where applicable the log will record appropriate additional controls put in place to mitigate any potential risk to the integrity of the centre’s assessments and to ensure fairness in later process reviews and appeals, carefully considering the need if to separate duties and personnel.

Individual awarding body instruction/guidance will be followed if there is any change to their normal procedures for informing of conflicts of interest.



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Declaration of Personal Interest Form
CARDINAL HEENAN CATHOLIC HIGH SCHOOL

Conflict of Interest Form

This form must be returned to the exams officer

Staff Name:	Role:
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Which of the following best describes your conflict of interest;

☐

I am teaching and preparing a member of my family or close friend/member of their immediate family for a qualification(s) which includes an internally assessed component / unit – Complete sections A & B

☐

I am teaching and preparing a member of my family or close friend/member of their immediate family for a qualification(s) which does not include an internally assessed component/unit – Complete sections A & B

☐

I am a member of the exams office staff (including invigilators) and have a member of my family or close friend/member of their immediate family being entered for examinations and assessments at this centre or another centre – Complete sections A & B

☐

I am taking a qualification(s) at another centre – Complete section B

Section A

Details of conflict candidate (where more than one related candidate, please complete a separate form)

Name of candidate(s):	Relationship of candidate to staff member:
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Section B

Details of qualifications

Candidate centre name and number (if known):	
Qualification(s):	
Board	Qualification



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Nature of Conflict (Please tick all that apply):

☐

Access to confidential Materials

☐

Access to Secure Storage facility

☐

Responsible for decision making regarding internal assessment outcomes

☐

Invigilation of Exams/ Access to completed scripts

You will be informed of any additional controls put in place that directly affect you/your role to mitigate any potential risk to the integrity of the centre’s assessments and to ensure fairness in later process review and appeals

This record will be retained until the published deadline for appeals has passed or until an ongoing appeal, malpractice investigation or other results enquiry has been completed, whichever is later.

Signed:

Date:

Risk Management in place:

☐

Remove access to secure storage

☐

2nd person to assess any marks given

☐

Limit access to confidential material

☐

No invigilation during exams “related student” is sitting

☐

No access to completed scripts