



**Cardinal Heenan  
Catholic High School**

**Conflict of Interest  
Policy**

Key staff:	V Gerrard
Key governor:	
Last reviewed:	April 2021
Approved by Governing Body:	
Date:	
Due for renewal:	April 2022

## **Introduction**

Cardinal Heenan Catholic High School manages conflict of interest in accordance with the JCQ General Regulations for Approved Centres (section 5.3.i). 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.

Our general centre policies regarding malpractice, maladministration and conflicts of interest have been reviewed to ensure they address the specific challenges of delivery in Summer 2021.

## **Purpose of the policy**

This policy addresses how we are managing any potential conflicts of interest under the specific arrangements for delivery in Summer 2021.

## **General principles**

A process is in place to collect any declaration of personal interest from all staff involved in the arrangements for Summer 2021 and to manage any potential conflicts of interest.

Where reference is made to candidates, this includes any private candidates accepted by the centre

## **Declaration process**

- A Declaration of Personal Interest form for Summer 2021 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 30<sup>th</sup> April 2021.

## **Managing conflicts of interest**

- A Conflict of Interest log for Summer 2021 will be maintained to record any potential conflicts on 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 (for summers 2021) to their normal procedures for informing of conflicts of interest.

## CARDINAL HEENAN CATHOLIC HIGH SCHOOL

### Conflict of Interest Form

#### Summer 2021 Series

**This form must be returned to the exams officer by 30<sup>th</sup> April 2021**

Staff Name:	Role:
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Confirm your understanding: (Please tick the box to confirm a statement)

I understand that a personal interest relates to a candidate who is a member of my family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (eg son/daughter)

You must declare all statements that apply to you: (Please tick the box to confirm a statement)

I do not have a personal interest in a candidate to declare

I declare a personal interest in a candidate who is part of a class or cohort for whom I will be (tick all that apply):

Determining teacher assessed grades including consideration of evidence and how that evidence informs these grades in accordance with our Centre Policy

Keeping records of any discussion with candidates around the evidence of which grades will be based

Producing assessment records that explain the determination of the final teacher assessed grades

Safely retaining copies of candidates' work and any mark records

Completing a Head of Department Checklist/declaration before submitting subject outcomes for internal standardisation

Involved in the internal quality assurance processes that are in place

Collating grades for all classes/cohorts in preparation for submission to the awarding body/bodies

Inputting grades through the awarding body/bodies grade submission system/systems

Completing the Head of Centre declaration(s) to finalise the submission of grades

Involved in reviews of centre processes and the appeals process

**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:
Qualification(s):		
Board	Qualification	

**Declaration**

*By signing here, I am also confirming I am aware of the need to maintain the confidentiality of the grades and endorsement determined by the centre which must not be given to candidates or parents/carers before the issue of results by the awarding bodies.*

Signed:

Date:

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.

### Conflicts of Interest log – Summer 2021

This will be kept in the form of an Excel spreadsheet and will record the following

Date recorded	
Staff name & role(s)	
Nature of potential conflict	
Deemed a potential risk - Yes/No	
Notice of any additional controls put in place to mitigate any potential risk to the integrity of the centre's assessments and/or to ensure fairness in later process reviews 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.