CONFLICT OF INTEREST

POLICY

CRUMLIN
INTEGRATED
COLLEGE

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INTRODUCTION AND CONTEXT

Crumlin Integrated College enters pupils for a range of public examinations and assessments through awarding bodies such as **CCEA, AQA, OCN NI and King's Trust**. These organisations, as non-departmental public bodies reporting to the Department of Education for Northern Ireland, are required to identify and manage conflicts of interest that could compromise the integrity of qualifications or public confidence in assessment processes.

To uphold the highest standards of fairness and transparency, Crumlin Integrated College is committed to ensuring, as far as reasonably practicable, that all examination-related activities remain free from any improper influence that could advantage or disadvantage candidates.

PURPOSE OF THE POLICY

This policy provides clarity for **pupils, parents, carers, and staff** on how Crumlin Integrated College defines, identifies, and manages actual or potential conflicts of interest in relation to examinations and assessments.

It should be read in conjunction with all relevant examination and assessment policies issued by Crumlin Integrated College, as well as regulations from awarding bodies and JCQ guidance.

DEFINITION

A *conflict of interest* exists where:

- **Crumlin Integrated College's own interests** in any activity could lead it to act contrary to its obligations in relation to the development, delivery, or award of qualifications.
- **A person involved in the development, delivery, or award of qualifications** may have an interest that could cause them to act contrary to their responsibilities to the awarding organisation.
- **An informed and reasonable observer** could conclude that such a situation might exist.

MANAGEMENT AND CONTROL OF ACTUAL OR POTENTIAL CONFLICTS OF INTEREST

Crumlin Integrated College will:

1. **Identify, record, and monitor** all actual and potential conflicts of interest relating to examinations and assessments.
2. Ensure **all stakeholders** understand the policy and their responsibilities.
3. Take all reasonable steps to **avoid any part of a candidate's assessment** being conducted by an individual with a personal interest in the outcome. Where unavoidable, the assessment will be subject to additional scrutiny by another member of staff.
4. Require staff to submit an **annual declaration** if they:
    a. Have relatives taking examinations
    b. Work for any awarding body
    c. Undertake private tuition
    d. Are involved in any activity that could reasonably be perceived as a conflict of interest

CONTRACT FOR SERVICES

All staff must disclose:

- Any actual, perceived, or potential conflict of interest
- Any relevant additional information that may impact their work relating to examinations

Staff unsure whether a conflict exists must seek guidance from the **Principal (Head of Centre)**.

If a conflict is identified, the College will:

1. Take reasonable steps to **eliminate or mitigate** the conflict
2. Where a conflict has adversely affected candidates, take steps to **address and minimise** the impact

COMMERCIAL AND EDUCATIONAL ACTIVITIES

- Staff may engage in paid or unpaid work for third parties, provided this **does not conflict** with their examination-related duties.
- Crumlin Integrated College premises **must not** be used for private tuition of any pupil (from Crumlin IC or any other school).
- College premises **must not** be used for private enterprise unless authorised by the **Board of Governors**.

- Staff must not use the **Crumlin Integrated College name** for personal, commercial, or non-commercial activities without written permission from the Principal.
- Staff must inform the College in writing of any external roles or activities that may have relevance to examination processes.

The College will provide written confirmation of whether such activity constitutes a conflict of interest. This decision is **final and binding**.

PRIVATE TUITION

Any staff member providing private tuition must:

- Declare this to the **Head of Centre**
- Understand that the school may be required to report the potential conflict to the relevant awarding body

Failure to declare this activity constitutes a breach of policy.

ROLES AND RESPONSIBILITIES

Board of Governors

The Board of Governors will ensure that this policy is in place, approved, and reviewed in accordance with DENI and JCQ guidance.

Principal / Head of Centre

The Principal will ensure:

- The policy is communicated to all stakeholders
- It is available publicly (e.g., on the school website)
- Procedures are implemented effectively

Stakeholders: Staff, Pupils, Parents

Stakeholders are responsible for:

- Reading the policy
- Complying with all protocols and procedures

Individual Responsibility

Every stakeholder has a personal responsibility to act in accordance with the policy and to report any concerns immediately.

POLICY REVIEW AND IMPROVEMENT

- This policy will be **reviewed annually**.
- Any conflict of interest that may constitute malpractice or maladministration will be investigated in line with **JCQ malpractice procedures**.

CONCLUSION

Crumlin Integrated College is committed to identifying, monitoring, and managing conflicts of interest to protect the integrity of examinations and assessments. The College reserves the right to determine whether a conflict exists and to take action accordingly.

The College will continue to communicate clearly with stakeholders to support understanding of this policy and to safeguard the examination process.

Policy Ratified: 23.02.26

Policy Review: September 2026

APPENDIX 1: Conflict of Interest Form

Centre Number: _____

Candidate/Staff Member Name: _____

Details of qualification(s): _____

Nature of the conflict: _____

Mitigation steps: _____

Head of Centre Signature: _____

Date: _____