



Conflict of Interest Summer 2020

Conflict of Interest – staff member other than Head of Centre

If a member of staff has a conflict of interest (e.g. family member, candidate they tutor etc.), they need to inform the Head of Centre who must make a note of the nature of the conflict - detailing staff member involved, candidate(s) involved, relationship, subject(s) etc. The Head of Centre must also record how the conflict of interest will be managed within the centre. The information must then be retained by the Head of Centre – there is no need to submit it to CCEA.

Conflict of Interest – Head of Centre

If the conflict of interest involves the Head of Centre, a return will need to be made to CCEA. A form for this purpose can be downloaded from the CCEA website and will need to be completed and signed by the person who will manage the conflict of interest, e.g. the Chair of the Board of Governors. An electronic signature is acceptable and there is a button to email the form back to CCEA. A nil return is not required.

Please also consult the following documents:

- [JCQ General Regulations for Approved Centres, 1 September 2019 to 31 August 2020](#)
- [JCQ Update on the Summer Series 2020](#) – published 6 May 2020
- [GCSE, AS and A Level Awarding Summer 2020, Technical Guidance, CCEA Awarding Organisation](#) – first published 30 April 2020