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Written/reviewed by:	Andrew Moughtin (Director of Services)	
Board approval:	Date:	22 nd May 2023
	Signed:	
	Position:	Trustee
Review due by:	13 th May 2027	
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Substantive changes since last review:	N/A	

Dealing with conflicts of interest

Learners and all staff involved in any part of the assessment process (including assessing, invigilating, verifying) must declare any potential conflicts of interest that could lead to learners being intentionally or unintentionally advantaged or disadvantaged during the process of assessment. This could include:

- a family relationship
- a prior relationship
- any other circumstances where a member of staff's feelings towards a learner may result an unfair advantage of disadvantage during the assessment process.

Learners and their parents/carers will be given an opportunity during the induction process to declare any known conflicts of interest.

Staff have a responsibility to declare any conflicts of interest as soon as they are known. These should be reported to their Line Manager.

The circumstances of all conflicts of interest should be recorded by the Head of Centre (or the Line Manager of the member of staff making the declaration) using the form in Appendix 1. The Line Manager should also consider and record all actions that will be taken throughout the assessment process to mitigate the conflict. Actions should be discussed and agreed with the Director of Operations. Actions could include:

- A different member of staff assessing that learner's work;
- A second member of staff or line manager second marking the learner's work.

Wherever a conflict of interest has been reported, the learner's assessed work must be included in the Internal Verification sample.

Conflict of Interest Declaration Forms must be sent to the Director of Operations to be included within Acorn AP's IV records. A copy should also be retained in the Acorn Centre. Forms should be kept for 3 years following assessment submission.

Failure by staff to declare any conflicts of interest or to follow agreed actions to mitigate any such conflicts should be dealt with in accordance with Acorn AP's Malpractice Policy.

Conflict of Interest Declaration Form

This form should be completed by the Head of Centre or a relevant Line Manager wherever a conflict of interest has been reported, either by a learner or member of staff.

Please give as much information as possible about the conflict.

Advice should be taken from the Director of Operations and all actions agreed by them.

Agreed actions should be discussed as appropriate with the learner, parent/carer, referrer and staff member with whom the conflict exists.

Once completed, this form should be forwarded to the Director of Operations, for inclusion within internal verification records. A copy should be retained in the Acorn Centre. Forms will be kept for 3 years following submission of assessed work.

Details of the conflict of interest:

Name of learner:	
Name of staff member:	
Nature of the conflict and potential impact on validity of assessment	

Actions to be taken to mitigate the conflict:

Actions	People involved:	To be checked by:

Follow up (to be completed by the Head of Centre/Line Manager):

Have the agreed actions taken place? Yes/No

As far as is possible has the impact of the reported conflict been mitigated? Yes/No

Any further actions?

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Internal Verification (to be completed by the Director of Operations)

Has the student's work been included within the IV sample? Yes/No