

<b>Exams - Conflict of Interest Policy</b>			
<b>Current Status</b>	Operational	<b>Last Review:</b>	May 2024
<b>Responsibility for Review:</b>	Group Manager of Exams and SIS (Student Information Systems) Projects	<b>Next Review:</b>	May 2025
<b>Roles Responsible for Review:</b>		<b>Originated:</b>	Sept 2017
<b>Approved by:</b>	SET Curriculum	<b>Committee:</b>	Resources Committee
<b>Type of Policy:</b>	Staff	<b>Quality Assured by:</b>	Policy Team

## 1. Policy Summary

- 1.1. Eastern Education Group (EEG) is committed to ensuring that individuals undertaking a course, programme of learning, training or any other activity provided by the company do so confidentially, honestly, fairly and with integrity and objectivity.
- 1.2. This policy applies to all tutors, trainers, assessors, internal quality assurers, teachers, business support staff and any other personnel associated with EEG (at each relevant College – West Suffolk College, Abbeigate Sixth Form and One Sixth Form) delivering its qualification.

## 2. Aims

- 2.1. The policy aims to draw attention to possible conflicts of interest and provide a framework of identity and manage them. This policy does not attempt to identify and cover every possible conflict of interest situation that may arise but provide some procedures that will allow the application of dealing with them.

## 3. Defining And Identifying a Conflict of Interest

- 3.1. A conflict of interest is a situation in which an individual has a direct or indirect, professional, or personal interest in the outcome and may lead to them acting contrary to the norm.
- 3.2. A conflict of interest may arise in a variety of differing situations associated in the development and delivery of qualifications, examples being (this list is not exhaustive):
  - Where an individual is internally or externally marking assessments of a candidate who is a friend or relative.
  - An assessment and quality assurance activity are undertaken by the same person.

- An assessor or Quality Assurer works for multiple stakeholders and has difficulty being impartial.
- Gaining personally from any company that the Centre has dealings with.

3.3. Common situations where a conflict of interest is likely to occur are:

- Assessments of candidates
- Invigilation of candidates
- Certification of candidates
- Internal management functions
- Internal staff training
- Engagement with suppliers

## 4. Responsibilities

4.1. It is the responsibility of all persons involved in the assessment of qualifications, internal quality assurance and other associated activity, that they meet Eastern Education Group's assessment strategy requirements, to:

- Conduct their activity in order that the aims of the assessment strategy are implemented effectively.
- Ensure that their role is clear and identified as an entity separate from other functions, as far as is possible to do so.
- Robustly monitor activities, in order to maintain the integrity of assessment.
- Devote sufficient time and intellectual ability to execute responsibilities to the high standard expected.
- Recognise and report any potential or existing conflict.

4.2. The possibility of a conflict or potential conflict may be declared by any key stakeholder as an entity, or any individual part.

## 5. Managing Conflict

5.1. In order to implement this policy, based on a review of any declaration and supporting information received it will be determined if the affected person has an actual, potential or apparent conflict of interest. It may be required that appropriate actions are taken to reduce or remove any identified conflict of interest by:

- Disclosure to other interested parties
- Restricting access to information
- Rearrangement or transfer of responsibilities e.g. appointing an alternative assessor

- Replacement of the individual

- 5.2. In many cases a declaration of interest and undertaking by the affected person to relevant parties to prioritise the interests of the respective College within EEG will be sufficient.
- 5.3. Once a report has been reviewed the outcomes will be recorded and placed on file. The person making the report will be advised of the outcomes, subject to any areas of specific confidentiality.
- 5.4. Where a conflict of interest is noted or reported after the event and has potentially compromised the integrity of any certification the awarding organisation concerned will be informed.

### Revision History – CONFLICT OF INTEREST POLICY

Revision date	Reason for revision	Section number	Changes made
31.10.23	EEG Update	Throughout	Conversion of existing SAT & ESC policies into EEG. All relevant sections moved. Amended individual college names to EEG
May 2024	Review	Throughout	Revised to meet EEG standard Policy format