

Conflict of Interest in Assessment Policy

Purpose

SCL International College is devoted to ensuring that the assessment and internal quality assurance process remains impartial. We are committed to preventing conflicts of interest that might compromise objective judgment or unduly advantage or disadvantage a student.

Scope

This policy applies to all individuals representing SCL International College. It is crucial that every staff member adheres to the Conflict of Interest in Assessment Policy. All personnel of the College must be aware of the potential for conflicts of interest.

Definition of Conflict of Interest

Conflict of interest arises when a tutor, assessor, or internal verifier faces conflicting interests or allegiances. For instance, a situation where a college representative has friends or family members undergoing assessments or exams could potentially, or seemingly, influence their decision-making.

Key Points

It falls upon each individual to identify and declare any circumstances that might cause a conflict of interest or situations that others might perceive as such.

In the event of a potential or actual conflict of interest, the affected individual should first bring the matter to the attention of the Academic Director of SCL International College. If necessary, a "Conflict of Interest in Assessment" form should be filled out (see appendix).

Before every assessment cycle, all staff and other relevant parties must notify the College about any students they know personally, be it family members, other relatives, or friends, who are being entered for examinations or other assessments.

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Appendix Conflict of Interest in Assessment Form

This document is to be completed in discussion by all relevant parties.

The completed form should be retained by the Academic Director.

Student Name:	
Programme Title:	
Assessor Name:	

Description of potential conflict of interest/personal interest	
Date notified/ identified	
Name and role of person responsible for managing this	
Could this conflict/ personal interest have an 'Adverse effect' see definition below	
Mitigation taken/to be taken	
How will the mitigation be monitored	
Date conflict/ personal interest ceased and summary of outcome	

Student signature		Date	
Assessor/Tutor signature		Date	
Academic Director		Date	

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Definition

An 'Adverse Effect' is defined by Ofqual as:

"An act, omission, event, incident, or circumstance has an Adverse Effect if it –

(a) gives rise to prejudice to Learners or potential Learners, or

(b) adversely affects –

(i) the ability of the awarding organisation to undertake the development, delivery or award of qualifications in accordance with its Conditions of Recognition,

(ii) the standards of qualifications which the awarding organisation makes available or proposes to make available, or

(iii) public confidence in qualifications."

For examples of personal interest given by Ofqual see:

<https://www.gov.uk/guidance/ofqual-handbook/section-a-governance>

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