

LSI independent College

Conflict of Interest Policy

Approved by:

Principal of LSI Independent College

Date: Oct 2024

Review Date: Oct 2025

Conflict of Interest Policy

Purpose: This policy outlines LSI Independent College's approach to identifying, declaring, and managing conflicts of interest in line with JCQ regulations. The policy ensures transparency, fairness, and the integrity of all examination and assessment processes conducted at the college.

Scope: This policy applies to all staff members, contractors, examiners, assessors, and other individuals involved in any examination or assessment activities at LSI Independent College.

Definition of Conflict of Interest (as per JCQ guidelines): A conflict of interest may occur when an individual's personal, financial, or professional interests could:

- Compromise, or appear to compromise, their ability to act impartially.
- Influence the outcomes of examination or assessment processes.
- Benefit themselves or someone they are connected with, such as a family member or close associate.

Policy Provisions:

1. Identification of Conflicts:

- All staff members must proactively identify and disclose any potential conflicts of interest.
- Examples include:
 - Direct relationships (family or otherwise) with students taking examinations.
 - Involvement in tutoring or private educational services for students registered at LSI Independent College.
 - External roles that may create competing interests (e.g., working for another educational institution or examination body).

2. Disclosure and Declaration Process:

- All staff must complete a **JCQ Conflict of Interest Declaration Form** at the start of each academic year or as soon as a potential conflict arises.
- The completed form must be submitted to the Principal or the Exams Officer responsible for ensuring compliance with JCQ regulations.
- The Exams Officer will maintain a record of all disclosed conflicts of interest as required by JCQ.

3. Management of Conflicts:

- Upon disclosure, the Principal or the Exams Officer will assess the conflict and take necessary action to mitigate risks.
- Actions may include:
 - Removing the staff member from the specific examination or assessment process where the conflict exists.

- Assigning alternative duties that do not involve the individual's area of conflict.
- Ensuring that any involvement is closely monitored to maintain the integrity of the examination process.

4. **Examination and Assessment Requirements (JCQ Compliance):**

- LSI Independent College ensures that staff members involved in examinations or assessments declare any connections (personal, familial, or financial) with candidates, as mandated by JCQ.
- The college will take steps to prevent any such individuals from participating in the assessment, grading, or moderation of those candidates.
- The Exams Officer will ensure that all conflict management procedures align with JCQ's latest requirements and guidelines.

5. **Training and Communication:**

- All staff will receive training on identifying and managing conflicts of interest as part of their induction and ongoing professional development.
- Updates to this policy or JCQ regulations will be communicated promptly to ensure that staff are always aware of their obligations.

6. **Monitoring and Auditing:**

- The Principal and Exams Officer will regularly review and audit conflict of interest declarations and management procedures to ensure JCQ compliance.
- The policy will be reviewed annually and updated in accordance with any changes in JCQ regulations or internal college procedures.

7. **Non-Compliance and Consequences:**

- Any failure to declare a conflict of interest or attempts to manipulate processes will be treated as malpractice and may result in disciplinary actions in accordance with JCQ regulations and the college's internal procedures.

Contact Information: For further information regarding this policy, or to report a conflict of interest, please contact the Exams Officer or the Principal.