



East Coast College

Academic Conflict of Interest Policy

Quality Document Number:	QD067
Version:	March 2025
Document Owner:	Exams Lead
Review Period:	Every two years
Review Date:	March 2027
JCC/ECG approval:	Not Applicable
Equality Analysis:	TBC
Student Council:	Not applicable
QIG Approval:	19 March 2025

This document can be provided in a larger font, electronically or other accessible requirement, upon request.

1. Introduction and Purpose

This policy is to ensure that the College complies with JCQ regulations and identifies, records and manages conflicts of interest and liaises with relevant awarding bodies should any arise.

2. Scope

This policy covers the work of East Coast College in respect of 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.

This policy applies to all tutors, technical trainers, vocational trainers, internal quality assurers and any other personnel associated with East Coast College, in delivering its qualifications and programmes.

3. Definitions

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.

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 is 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 College has dealings with
- College to abide by JCQ and Awarding Body Organisations

Situations where a conflict of interest may occur are:

- Assessments of candidates
- Invigilation of candidates
- Certification of candidates
- Internal management functions
- Internal staff training
- Engagement with suppliers
- College to abide by JCQ and Awarding Body organisations

4. Responsibilities

- Assistant Principals and 6th form Principal – to contact awarding bodies where the integrity of certification has been compromised. To review this policy annually.
- Heads of Department and Directors of Faculty – to have oversight of declarations of work and provide first line of response if a conflict of interest is raised
- Lecturers of East Coast College – ensure work is done confidentially, honestly, fairly with integrity and objectivity
- Vocational trainers of East Coast College – ensure work is done confidentially, honestly, fairly with integrity and objectivity
- Technical trainers of East Coast College – ensure work is done confidentially, honestly, fairly with integrity and objectivity
- Any staff employed to undertake assessment judgements - to ensure work is done confidentially, honestly, fairly with integrity and objectivity

5. Policy Statement

The College's policy is to ensure that any staff who have a potential, apparent or actual conflict of interest, declare that conflict of interest so that it can be reviewed and appropriate steps taken to address the conflict of interest.

6. Procedure

A conflict of interest may arise in a variety of differing situations associated in the development and delivery of qualifications. Any member of staff who believes they may have a conflict of interest, is required to declare it to their line manager in the first instance. The line manager will then liaise with the exams coordinator (see appendix A for Declaration of Interest form).

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 particular information
- Rearrangement or transfer of responsibilities, e.g. appointing an alternative assessor
- Replacement of the individual

In many cases, when a declaration of interest form has been completed by the affected person to relevant parties prioritising the interests of East Coast College, this will be sufficient.

Once a declaration has been submitted and reviewed, the outcomes will be recorded and passed to the People Team to be kept on the individual's personnel files. The person making the report will be advised of the outcomes subject to any areas of specific confidentiality. Where the awarding body has formally responded, this information will be held by the Head of the Department and the IQA team within the department for future reference.

This provides a clear framework to ensure that there is a robust process in place in line with awarding body guidance.



Where a conflict of interest is noted or reported after the event and has potentially compromised the integrity of any certification, the awarding body will be informed and advice and guidance sought.

7. Monitoring and Review

This will be reviewed annually, or after a relevant review of unplanned events that have the potential to cause possible academic risk.

8. Appendices

Declaration of Interest 2024

DECLARATION OF INTEREST 2024-2025

To comply with JCQ regulations, the centre is required to identify, record and manage Conflicts of Interest and to inform the relevant awarding body/bodies for any of their qualifications of:

- Any members of centre staff who are taking qualifications at their own centre which include internally assessed components/units
- Any members of centre staff who are teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications which include internally assessed components/units; and...

Maintains clear records of all instances when:

- Centre staff have members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for examinations and assessments either at the centre itself or other centres;
- Centre Staff are taking qualifications at their centre which do not include internally assessed components/units;
- Centre Staff are taking qualifications at other centres.

To ensure compliance, you must declare any of the statements that apply to you (or will apply to you during the 2024/2025 academic year) and complete the required information in the text boxes.

If the centre thinks there is a need to discuss or share further information with anyone who declares a Conflict of Interest, they will be in touch via email

***Required**

1. Campus *
2. Your name *
3. Your job title(s)
4. Subject(s) you teach (if applicable to your role)

5. I am taking a qualification(s) at this centre which includes an internally assessed component/unit*

Yes (go to Q5)

No (go to Q6)

6. Please provide the following information:

Qualification I am taking (Awarding Body, Qualification type, Specification, Subject)

Steps I have taken to seek an alternative centre to which to take the qualification(s)

7. I am teaching and preparing a member of my family or close friend/member of their immediate family for a qualification(s) which includes internally assessed component/unit *

Yes (go to Q7)

No (go to Q8)

8. Please provide the following information:

- Name of related person(s) (the candidate)
- Candidate Number
- Relationship to me
- Qualification(s) being taught and prepared for (Awarding Body, Qualification type, Specification (Subject))

9. I have a member of my family or close friend/member of their immediate family being entered for examinations and assessments at this centre or another centre *

Yes (go to Q9)

No (go to Q10)

10. Please provide the following information:

- Name of related person(s) (the candidate)
- Where the candidate is being entered (this centre/another entering centre)
- Candidate Number (if this centre)
- Relationship to me
- Entering centre name (if not this centre)
- Entering centre number (if known)

11. I am taking a qualification at this centre which includes externally assessed components/units*

o Yes (go to Q11)

No (go to Q12)

12. Please provide the following information:

☐ Qualification(s) I am taking (Awarding Body, Qualification Type, Specification (Subject))

13. I am taking a qualification at another centre*

Yes (go to Q13)

No (go to Q14)

14. Please provide the following information:

- Qualification(s) I am taking (Awarding Body, Qualification type, Specification (Subject))
- Entering Centre name
- Entering Centre number (if known)

15. I have none of the above statements to declare

- ☐ Yes