



## **Conflict of interest in assessment procedure**

### Introduction

A personal interest in the outcome of an assessment amounts to a conflict of interest which poses a risk to the integrity of the assessment process.

All Falkirk Foundation staff including sub-contractors who have responsibility for any aspect of assessments and/or the internal verification process must take responsibility for reporting any personal interest in any individual undertaking qualifications through our SQA Centre.

All staff will be briefed of this procedure during their induction and any reminders or updates will be issued in writing by email or verbally in meetings.

Falkirk Foundation does not permit any staff member to take payment for an individual to undertake qualifications through our centre and make individual payments. We only accept candidates in groups which we secure through contracts/tenders/agreements as part of our normal business practice. Any monies due from these groups are paid to Falkirk Foundation not to any individual staff member.

### When should a declaration be made?

- Any Falkirk Foundation member of staff should declare a conflict of interest if they are related to, have a personal relationship with or close personal or business relationship with a candidate and they are involved in any way with the assessment or internal verification process.
- If you are a Falkirk Foundation staff member who has a relationship with another staff member involved in assessments or internal verification

### How to make a declaration

Staff members should fill out the following form and pass it to the Head of Centre/CEO for consideration and review.

## **Conflict of interest in an assessment – Staff Declaration**

Name of assessor/internal verifier/tutor.....

Name of candidate.....

Candidate number.....

Qualification the candidate is undertaking.....

Unit(s) involved.....



Assessment(s) involved.....

Nature of relationship to candidate.....

Signature of assessor/internal verifier/tutor.....

Date.....

**Review and Decision - Head of Centre**

<p>I have reviewed the above declaration and noted the issue raised, but have decided that no action is required.</p> <p>Signed..... Date.....</p>	<p>I have reviewed the above declaration and recommend the following action to be taken to address the declared conflict:</p> <p>Signed..... Date.....</p>
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