

Policy and Procedure Ref:	<b>Conflict of Interest Policy and Procedure for LAMDA Examinations</b>
Version: 03	
Owner: Quality, Standards and Compliance Manager	
Last Revised: August 2018	

## Introduction

As a regulated awarding organisation LAMDA is required to have in place a Conflict of Interest policy that enables us to identify, manage and mitigate conflicts of interest. All individuals have a responsibility to be aware of the potential for a conflict of interest.

The purpose of this policy is to protect the integrity of LAMDA as an awarding organisation and the integrity of LAMDA qualifications. The policy is also designed to protect LAMDA centres, Examiners, Learners and the parents / guardians of Learners by providing guidance on handling possible conflicts of interest that may arise as a result of LAMDA's role as an awarding organisation.

Ensuring that those involved with LAMDA Examinations do not benefit personally from decisions that they make or influence acts as a safeguard against any suggestion of impropriety.

## Definition of a Conflict of Interest

A conflict of interest is a situation in which an individual, or organisation, has competing interests or loyalties. In the case of an individual, the conflict of interest could compromise, or appear to compromise, decisions made.

Ofqual and CCEA Regulation clearly set out the regulatory requirements for awarding organisations with regard to conflicts of interest in their General Conditions of Recognition, Condition A4: Conflicts of Interest. In addition, Conflicts of Interest regulations relating to Qualifications Wales can be found in the Standard Conditions of Recognition, Condition A4: Conflicts of Interest.

**All individuals connected with LAMDA Examinations have a duty to report any activity that might give rise to a potential conflict of interest.** If there is any uncertainty around whether a situation poses a potential conflict of interest, it should be declared.

Examples of potential conflicts of interest include

- where an Examiner knows, or may know, some Learners at a Centre, even if this is historical
- where an Examiner teaches, or has ever taught, at a Centre where they are invited to examine
- where an Examiner has an indirect connection to a Centre, e.g. their spouse is on the Board of Governors
- where a parent of a Learner knows the Examiner allocated to examine their child in a personal capacity
- where a tutor at a Centre knows the Examiner allocated to their Centre's examination session in a personal capacity
- where an Internal Verifier is required to verify the work of a Learner they know in a personal capacity

- where the appointed invigilator for a written examination knows one or more of the Learners in a personal capacity

Potential conflicts of interest can be declared to LAMDA Examinations by any of the parties involved.

### **Declaration Process**

1. If a conflict of interest is to be declared, LAMDA Examinations should be contacted as soon as possible either by email (exams@lamda.ac.uk), or telephone (0208 834 0530). A member of staff will take preliminary details and inform the Quality, Standards and Compliance Manager (QSCM) that a declaration has been made.
2. The person making the declaration will be asked to complete a *LAMDA Conflict of Interest Declaration Form COID/F2* and submit it to LAMDA Examinations. A copy of the form can be found at the end of this document in **Appendix 1**. The completed form should be emailed to exams@lamda.ac.uk for the attention of the QSCM, or posted to:

Quality, Standards and Compliance Manager  
 LAMDA Examinations  
 155 Talgarth Road  
 London  
 W14 9DA  
 United Kingdom

3. Once received, the QSCM will review the *Conflict of Interest Declaration Form* submitted against regulatory requirements and will also review the information provided against the following questions:
  - has all relevant information concerning the activities been acquired (i.e. has there been full disclosure)?
  - does the declaration suggest the potential for a Conflict of Interest or the appearance of a conflict / bias?
  - is there any indication that their professional role has improperly favoured any outside entity, or appears to have incentive to do so?
  - has the person(s) represented LAMDA Examinations inappropriately to outside entities?
  - is there any indication that LAMDA Examinations' obligations are not being met?
  - is there involvement in a situation that might raise questions of bias, inappropriate use of LAMDA Examinations' assets, or other impropriety?
  - could the circumstances represent any possible violation of applicable legal/regulatory requirements?
  - do the current engagements represent potential conflicts between outside interests (e.g. working on projects simultaneously for competing business entities)?
  - could the proposed activity withstand public scrutiny?
  - has LAMDA Examinations taken all reasonable steps to avoid any part of an assessment of a Learner being undertaken by any person who has a personal interest in the result of the assessment?
  - having taken all such reasonable steps to avoid an assessment by such person, has LAMDA Examinations made arrangements for the relevant part of the assessment to be subject to scrutiny by another person?

4. For each situation, the QSCM reserves the right to contact the person making the declaration for further details in order to aid the review.
5. Once the review is complete, the QSCM will determine whether:
  - a potential or actual conflict of interest exists (unacceptable)
  - a potential or actual conflict of interest exists but can be managed (acceptable)
  - no conflict of interest exists (acceptable).

### **Actions**

Should a conflict, or potential conflict, exist, LAMDA Examinations will take action to manage this.

Examples of actions taken could include:

- replacing the Examiner allocated to that specific examination date and room / Centre
- arranging for individual Learners to be examined by a different Examiner in a different room on the same day
- finding a replacement Internal Verifier to verify a Learner's workbook.

The decision and action taken will be logged on the form. The completed form will be scanned by the QSCM and stored electronically in line with LAMDA's Data Retention Policy and Privacy Notice, both available on our website.

All parties affected will be informed. Where there is a conflict between an Examiner and a Centre, this will be logged on the Examiner Conflicts of Interest Log on ExamTrack.

## LAMDA EXAMINATIONS

COID/F2

### CONFLICT OF INTEREST DECLARATION FORM

It is the policy of LAMDA Examinations as part of its compliance to Ofqual and CCEA Regulation's General Conditions of Recognition and Qualifications Wales' Standard Conditions of Recognition to address issues of actual, potential and perceived conflict of interests between Examiners / third parties / Centres / teachers / Learners in order that they can be identified, disclosed and managed effectively.

Further information on this policy can be found in the *Conflict of Interest Policy and Procedure for LAMDA Examinations*. This form is designed to support this policy.

For purposes of this form, a conflict of interest exists in relation to LAMDA Examinations where:

- (a) Its interests in any activity undertaken by it, on its behalf, or by a member of its community/staff have the potential to lead it to act contrary to its interests in the development, delivery and award of qualifications in accordance with its Conditions of Recognition,
- (b) a person who is connected to the development, delivery or award of qualifications by LAMDA Examinations has interests in any other activity which has the potential to lead that person to act contrary to his or her interests in that development, delivery or award in accordance with LAMDA Examinations Conditions of Recognition, or
- (c) An informed and reasonable observer would conclude that either of these situations was the case.

Examiners /third parties / Centres / teachers / Learners with an actual, potential or perceived conflict of interest must complete this form and return it to the Quality, Standards and Compliance Manager at LAMDA Examinations by email to [exams@lamda.ac.uk](mailto:exams@lamda.ac.uk), or by post to:

Quality, Standards and Compliance Manager  
LAMDA Examinations  
155 Talgarth Road  
London  
W14 9DA

**All individuals connected with LAMDA Examinations have a duty to report any activity that might give rise to a potential conflict of interest.** If there is any uncertainty around whether a situation poses a potential conflict of interest, it should be declared.

### Declarant Information

Given Name	Family Name
Relationship to LAMDA Examinations	
Address	
Telephone	Email

### Conflict of Interest Declaration Statement

Please describe the conflict of interest or possible conflict of interest, with centre names and codes if appropriate.

Signature	Date
	D D M M Y Y

**LAMDA Examinations Use Only**

<b>Form received by (name):</b>		<b>Date Form received:</b>	
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<b>Date passed to QSCM:</b>		<b>Review completion date:</b>	
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<b>Decision made (delete as appropriate):</b>
A potential or actual conflict of interest exists (unacceptable)
A potential or actual conflict of interest exists but can be managed (acceptable)
No conflict of interest exists (acceptable)

<b>Justification and actions to be taken if relevant</b>

<b>Date all actions complete:</b>	
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<b>Date all parties informed of decision:</b>	
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<b>Date added to Register / ExamTrack:</b>	
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