



Conflict of Interest Procedure

Purpose

Step In Time School of Performing Arts is committed to ensuring that examinations and assessments are managed fairly, objectively and with integrity.

A conflict of interest may arise where a member of staff, learner or another person involved in the examination process has a personal, professional, financial or other interest that could influence, or reasonably be perceived to influence, their decisions or actions.

Identifying Conflicts of Interest

All staff involved in examination administration are expected to identify and disclose any actual, potential or perceived conflict of interest as soon as they become aware of it.

Examples may include:

- A personal or family relationship that could affect impartial decision-making.
- A member of staff having an interest in an examination outcome.
- A relationship or circumstance involving an examiner which could potentially affect the fairness or perceived fairness of an examination.
- Any situation where an individual's personal interests could conflict with their responsibilities to learners or the integrity of the examination process.

Reporting a Conflict

Any member of staff who becomes aware of a potential conflict of interest must report it promptly to a Principal.

Learners and parents/guardians are also encouraged to report any potential conflict they become aware of.

The Principal will assess the nature and seriousness of the conflict and determine what action is required.

Managing a Conflict

Depending on the circumstances, Step In Time may:

- Remove the individual concerned from a particular decision or process.
- Allocate responsibilities to another appropriate member of staff.
- Put additional supervision or checks in place.
- Seek advice from the relevant awarding organisation.
- Report the conflict to the awarding organisation where required.

Where a potential conflict involves an Examiner, examination arrangements or the integrity of an assessment, the Centre Coordinator or Head of Centre will report the matter to the awarding organisation promptly and follow any instructions provided.

Recording Conflicts

All declared conflicts of interest and the actions taken to manage them will be recorded securely by Step In Time.

The record will include:

- The nature of the conflict.
- The individuals involved.
- The date it was identified.
- Actions taken to manage the conflict.
- Whether the matter was reported externally.
- The final outcome.

Investigation

Any suspected undeclared conflict will be investigated by a Principal or another appropriate person who is not personally involved in the matter.

Where the conflict could affect the validity, security or integrity of an examination or qualification, it will be reported to the appropriate awarding organisation without unnecessary delay.

All staff are responsible for protecting the integrity and fairness of examinations and must cooperate fully with any investigation.

Policy Owner: Principals, Step In Time School of Performing Arts

Review: Annually or following any significant change to examination requirements