Conflict of Interest Declaration Form

This form is to be used by the staff at the Al-Maktoum College of Higher Education, who will be responsible for reporting possible conflicts of interest. All staff are responsible for reporting any conflict of interest, and the College will take measures to address this. This includes assessors, internal verifiers, invigilators and admin staff involved in application and administration processes.

Staff should make a declaration if they are related to or have a personal relationship with a candidate/student, and are currently deployed to:

1. Administer the application of this candidate to start a qualification at the College
2. Set assessments which this candidate will undertake
3. Make assessment judgements on this candidate’s evidence
4. Internally verify assessment decisions on this candidate’s work
5. Invigilate an assessment which this candidate is sitting
6. Administer the recording of the assessment marks

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

Conflict of interest also applies where an individual stands to make a personal financial gain from the outcome of an assessment, as opposed to payment to the College through normal business practices.

Staff Details

Name  

Position  

Nature of relationship to candidate  

Staff’s signature  

Date  

- Records to be kept for 1 year from date on form, longer in case of malpractice or complaint
- V2. July 2017
Candidate/student Details

Student Name

Student Number

Programme of Study

Unit/Programme involved

Assessment(s) involved

SQA Coordinator’s Review and Declaration

(to be circled)

1) I have reviewed the above declaration and noted the issue raised, but have decided that no action is required.

OR

2) I have reviewed the above declaration and recommend the following action to be taken to address the declared conflict: (e.g. move the candidate into another group; change assessor/IV/invigilator; include the candidate in samples for verification; have the assessment marking supervised or re-marked, different administration staff to deal with the application and administration process at any stage).

Actions:

SQA Coordinator’s signature

Date