



## Rawda College Conflict of Interest Policy

1. **Introduction** This Conflict of Interest Policy outlines guidelines and procedures to ensure the fair and unbiased assessment of qualifications offered by Rawda College. The policy is designed to identify, prevent, and manage conflicts of interest that could compromise the integrity and credibility of assessment processes. Conflict of Interest is a situation in which an individual's personal, financial, or other interests could influence or appear to influence their judgment, objectivity, or decision-making in the assessment process.
2. **Responsibilities**  
**Assessors:** Assessors are responsible for declaring any potential conflicts of interest related to assessment. They must ensure that their decisions and actions are free from any undue influence that could compromise the validity and fairness of assessment outcomes.  
**Quality Assurance Team:** The Quality Assurance Team is responsible for reviewing potential conflicts of interest and implementing necessary measures to mitigate them.
3. **Identification of Potential Conflicts of Interest** Potential conflicts of interest may arise in various forms, including but not limited to:
  - **Familial or Personal Relationships:** Assessors having a personal relationship with a candidate or any party involved in the assessment.
  - **Financial Interests:** Assessors having a financial interest in a candidate's success or failure.
  - **Professional Interests:** Assessors having a professional or academic relationship with a candidate that may create bias.
  - **Competing Commitments:** Assessors having commitments that may compromise their ability to allocate sufficient time and attention to the assessment process.
4. **Declaration of Conflicts of Interest:** All assessors and relevant personnel must promptly disclose any potential conflicts of interest to the Quality Assurance Team, using the Declaration of Conflict of Interest form available on Rawda College's designated office. They will be reminded



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yearly to update and sign that there are no changes to conflict of interest.

5. Management and Mitigation Upon receiving a declaration of a potential conflict of interest, the Quality Assurance Team will take appropriate actions to manage and mitigate the conflict, which may include:
  - Reassigning the assessment to another qualified assessor.
  - Implementing additional oversight and review processes.
  - Ensuring transparency by disclosing the conflict of interest to the relevant parties (excluding sensitive personal information).
6. Monitoring and Review The Conflict of Interest Policy will be subject to periodic review and assessment to ensure its effectiveness. Feedback from assessors, candidates, and other stakeholders will be considered for continuous improvement.
7. Training, Confidentiality, and Compliance All assessors will receive training on the principles of conflict of interest, its implications, and the procedures outlined in this policy. All information related to conflicts of interest and their management will be treated with utmost confidentiality, adhering to applicable data protection and privacy laws. Non-compliance with this Conflict of Interest Policy may result in disciplinary actions, which can range from additional training and monitoring to suspension or removal from assessment responsibilities.

Policy Version 1 was issued on 01/02/24 by Director of Education.

This policy is effective from 01/02/24

Next review is due on 31/01/25