

LAMDA

LAMDA Examinations Conflict of Interest Policy

Introduction

This document sets out LAMDA's policy with respect to the identification, monitoring and management of Conflicts of Interest.

The purpose of this policy is to protect the integrity of LAMDA Examinations, its qualifications, recognised centres, Examiners, Learners and the parents / guardians of Learners.

Definition of a Conflict of Interest

A conflict of interest is a situation where an individual, or organisation, has competing interests or loyalties.

Ofqual explains that 'a conflict of interest exists in relation to an awarding organisation where:

- Its interests in any activity undertaken by it, on its behalf, or by a member of its Group have the potential to lead it to act contrary to its interests in the development, delivery and award of its qualifications in a way that complies with its Conditions of Recognition.
- A person who is connected to the development, delivery or award of qualifications by the awarding organisation has interests in any other activity which have the potential to lead that person to act contrary to his or her interests in that development, delivery or award in a way that complies with the awarding organisation's Conditions of Recognition.
- An informed and reasonable observer would conclude that either of these situations was the case.'

This means:

- LAMDA has a duty to mitigate, as much as possible, the risks associated with situations where conflicts of interest exist, or could exist.
- All individuals connected with LAMDA Examinations have a duty to report any activity that may be a potential, or actual conflict of interest, or any activity that may be perceived as such.

Examples of Conflicts of Interest (not an exhaustive list)

An Examiner:

- Knows, or may know, some learners at a Centre, even if this is historical.
- Teaches, or has ever taught, at a Centre they have been allocated to.

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- Has an indirect connection to a Centre, e.g. their spouse is on the Board of Governors.
- Knows a teacher at a Centre they have been allocated to in a personal capacity.
- Enters into any direct communication with a LAMDA Centre, teacher, customer or Learner unless it is expressly in relation to an allocated examination session.
- Works at another awarding organisation, or a direct competitor without the prior written consent of the LAMDA Head of Examinations.
- Delivers a workshop/promotional event in the capacity of a LAMDA Examiner without prior written approval from LAMDA.

A member of LAMDA staff:

- Has previously worked at a recognised Centre or direct competitor.
- Has a member of their family who works or has worked at a recognised Centre or direct competitor.

The Conflict of Interest Management Process

LAMDA will maintain a record of all Conflicts of Interest identified and will ensure that records are reviewed and updated at least annually, however further reviews will take place on an ad-hoc basis where Conflicts are identified in the interim.

All people involved with LAMDA Examinations have a duty to report any situations that may be considered a Conflict of Interest as soon as they are identified. Reports can be made by emailing: compliance@lamda.ac.uk All reports will be passed to the Quality and Compliance Team for investigation.

All people involved with LAMDA must be transparent about the nature of any potential or actual conflicts of interest and should not try to hide them or present them in a better light.

If there is any doubt as to whether a situation could be perceived as a conflict of interest, contact compliance@lamda.ac.uk, and the Quality and Compliance Team will act in confidence and provide support.

When a potential or actual conflict of interest is identified, the Quality and Compliance Team will ensure that the situation is investigated, and appropriate and reasonable measures are taken to mitigate the risks. Actions may include, for example (not an exhaustive list):

- An Examiner not being allocated sessions at a particular Centre.
- Additional scrutiny of assessment decisions or action taken.
- Restricted access to certain materials/information.

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This Policy and procedure is closely linked to the detailed Policy and Procedures laid out in the internal Policies and Procedures for Examiners document.

Version control

Version number	Date	Initial	Comments
V1	04/10/2022	KR	New Document
V1.1	05/09/2023	KR	Minor Amends made