

# Conflicts of Interest in Assessment Policy and Procedure

Academic Year 2025–2026

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<b>Approved by</b>	<b>Senior Management</b>
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## Purpose

This policy outlines guidelines and procedures to ensure the fair and unbiased assessment of qualifications offered by London School of Management and Media ('LSMM'). The policy is designed to identify, prevent and manage conflicts of interest that could compromise the integrity and credibility of assessment processes.

A 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.

The most important aspect of the Conflicts of Interest in Assessment Policy and Procedure is the clear directive that any individual involved in the assessment of a learner or learners must always disclose an activity if there is any doubt about whether it represents a conflict of interest.

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## Scope

This policy applies to all courses delivered at London School of Management and Media at all its centres and affiliate centres worldwide.

## 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 learner, or any party involved in the assessment. *Assessors must not assess their own work.*
- **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.

## **Process for Declaring any Conflict of Interest**

### **Initial Conflict of Interest Declaration**

Upon appointment to LSMM, all tutors, assessors and internal quality assurers are required to complete a Conflict of Interest (COI) Declaration Form. The COI form is to be filled out irrespective of whether the individual has any conflicts to declare. This ensures that there is a formal record stating either the presence or absence of conflicts.

If there are no conflicts, the individual should explicitly state this by ticking a designated box or writing "No Conflicts to Declare" in the relevant section of the form.

Any additional information requested on the form should be provided in full to ensure full transparency.

Once completed, the form should be signed, dated and submitted to HR department of LSMM through line managers.

### **Annual Review and Updating of Conflict of Interest Declaration**

The COI Declaration Form is to be reviewed and updated on at least an annual basis by all staff members. During this review, staff must reconsider their current circumstances to determine if any new conflicts have arisen or if previously declared conflicts have been resolved or changed.

Even if there have been no changes in the individual's circumstances, they must still complete the form to confirm that their original declaration remains accurate.

If any changes are identified, they must be clearly detailed on the updated form, including the nature of the new conflict, its potential impact and any measures in place to mitigate it.

The updated form should be signed, dated, and submitted following the same procedure as the initial declaration.

The head of HR is responsible for ensuring that these updates are received and recorded accurately.

### **Ongoing Monitoring and Management of Conflicts**

The information collected from all COI Declaration Forms is held centrally at the HR department of LSMM with an access to Academic Director.

The head of HR department is responsible for maintaining these records, ensuring they are up to date and monitoring any declared conflicts.

### **Responsibility to Report Changes**

If an individual experiences any changes in their circumstances that might lead to a conflict of interest after their most recent declaration, they are required to inform their line manager immediately.

The notification must be made in writing and include a detailed description of the new or changed conflict, its potential impact on their work and any steps being taken to manage it.

Upon notifying their line manager, the individual must also complete a new COI Declaration Form to formally update their record. The updated form should be processed following the same procedures outlined for initial and annual declarations.

The line manager is responsible for reviewing the new information, discussing it with the individual if necessary, and ensuring that the conflict is managed appropriately.

The line manager must also communicate the update to the designated person responsible for maintaining the COI records.

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## 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).
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## Monitoring and Review

The Policy will be subject to periodic review to ensure its effectiveness. Feedback from assessors, candidates and other stakeholders will be considered for continuous improvement.

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## 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.

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## Policy Review

This Policy will be reviewed annually. The next date of review is **10/08/2026**.