CONFLICTS OF INTEREST POLICY

KWA is committed to ensuring that all examinations and related activities are conducted fairly, impartially and transparently.

1. **Identifying Conflicts of Interest**
   KWA management will identify potential conflicts of interest through discussions with staff, learners and parents, and by considering any personal, professional or financial relationships that could affect, or appear to affect, impartiality.
2. **Knowing an Examiner**
   If a member of staff, a learner or their family knows an examiner personally or professionally, this must be declared to KWA management as soon as possible. Management will assess the relationship and take appropriate action, which may include requesting an alternative examiner or implementing safeguards to ensure impartiality.
3. **Recording and Investigating**
   All declared conflicts will be recorded in a confidential Conflict of Interest Register, including the individuals involved, the nature of the conflict, the date reported, the investigation and the actions taken. Management will investigate each case promptly and impartially, documenting the outcome and any measures implemented.
4. **Reporting Conflicts of Interest**
   All staff, learners and parents must report any actual, potential or perceived conflict to KWA management as soon as they become aware of it. Where a conflict relates to an examination or could compromise its integrity, KWA will report it to the relevant awarding organisation promptly, following its requirements and procedures, and before the examination wherever possible.

Reports will be made through the awarding organisation's designated contact or reporting process, with details of the conflict and actions taken.