



SFS CENTRE STAFF CONFLICT OF INTEREST DISCLOSURE FORM

SFS is confident that all the members of our community are committed to the best practices and work ethical principles. It is possible, however, that a member's interests may at times give rise to an actual, potential or perceived conflict of interest with their role and responsibilities at the SFS Centre that include teaching, and assessing students/candidates. It is important to understand that the existence of a conflict of interest does not necessarily imply wrong-doing on the part of any person. However, any interests which could give rise to a conflict of interest must be disclosed.

Conflict of interest exists where the responsibilities of a staff member of the St, Fatima School – British Division – Nasr City are, or could be, affected by some other **personal, financial or academic interest or duty** that the member may have in relation to **a particular matter or person**. The term includes **actual, potential or perceived** conflicts of interest. For example, a member of staff who is asked to assess, invigilate or internally verify the work of a student who is a family member, other relative or close friend, may compromise the assessment objectivity, assessment materials and grades confidentiality, and credibility.

To ensure that conflicts of interest are properly managed at SFS and to demonstrate the integrity of SFS individual members, kindly complete the form below.

Exam series _____

Name	
Position held at SFS (e.g. teacher)	
Subject(s) taught at SFS	

	Yes*	No
<p>To my knowledge, I have a conflict of interests that compromises the integrity of any of the following:</p> <p>SFS Centre/SFS Centre assessments/my integrity as SFS Centre employee.</p>		
<p><i>*If "Yes", complete below:</i></p>		
<p>My interest applies to the following relationship with a student/candidate <i>(please, specify the type of relationship by highlighting or underlining the appropriate, and mention the student(s) year and name):</i></p> <ul style="list-style-type: none"> ✓ a close relative ✓ children or step-children ✓ grandchildren ✓ cousin(s) ✓ nieces/nephews ✓ a close friend's child ✓ a colleague ✓ other <i>(specify)</i> 		

Signed (Head of Centre)		Date <i>(DD/MM/YY)</i>	
Declarer's signature		Date <i>(DD/MM/YY)</i>	



**SFS STAFF
MALPRACTICE SELF-REVIEW DECLARATION FORM**

SFS is confident that all the members of our community are committed to the best practices, work ethical principles and core values. It is possible, however, that an incident(s) of malpractice may take place.

Instances of malpractice arise for a variety of reasons:

- ✓ some incidents are intentional and aim to give an unfair advantage in an examination or assessment;
- ✓ some incidents arise due to a lack of awareness of the regulations, carelessness, or forgetfulness in applying the regulations;
- ✓ some occur as a result of the force of circumstances which are beyond the control of those involved (e.g. a fire alarm sounds and the supervision/assessment of candidates is disrupted).

The individuals involved in malpractice also vary. They may be:

- ✓ teachers, lecturers, tutors, trainers, assessors or others responsible for the conduct, administration or quality assurance of examinations and assessments including examination officers, invigilators and those facilitating Access Arrangements (e.g. readers, scribes and practical assistants);
- ✓ assessment personnel such as examiners, assessors, moderators or internal and external verifiers;
- ✓ other third parties, e.g. parents/carers, siblings or friends of the candidate.

Irrespective of the underlying cause or the people involved, all instances of malpractice in relation to examinations and assessments need to be prevented. This is to protect the integrity of the qualification and to be fair to the SFS Centre and all candidates. Hence, you are kindly requested to complete the self-review form below.

Malpractice Instance	Yes*	No
Failing to keep assessment material secure at all times		
Discussing or otherwise revealing information about examinations and assessments that should be kept confidential, e.g. internet forums/social media		
Conducting an examination/assessment before/after the published		

date constitutes centre staff malpractice and is a clear breach of security		
Failing to adequately supervise students/candidates		
Permitting, facilitating or obtaining unauthorized access to examination material prior to an examination		
Failing to keep secure computer files which contain candidates' controlled assessments, coursework or non-examination assessments		
Failing to keep and record all the student work included in the assessment evidence		
Inventing or changing marks for internally assessed components (e.g. non-examination assessments) where there is no actual evidence of the candidates' achievement to justify the marks awarded		
Fabricating assessment and/or internal verification records or authentication statements		
Substituting one candidate's controlled assessment, coursework or non-examination assessment for another's		
Assisting students/candidates in the production of controlled assessment, coursework, non-examination assessment or portfolios, beyond that permitted by the School's regulations		
Sharing or lending candidates' controlled assessment, coursework or non-examination assessment with other candidates in a way which allows malpractice to take place		
Assisting or prompting candidates with the production of answers		
Prompting candidates in an examination/assessment by means of signs, or verbal or written prompts		
Permitting candidates in an examination/assessment to access prohibited materials (dictionaries, calculators etc.)		
Revealing bias in assessing student work		
Not teaching the whole syllabus required		

* If "Yes", please give more details about the malpractice incidence:

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Signed (Head of Subject Department)		Date (DD/MM/YY)	
Teacher's signature		Date (DD/MM/YY)	