



# IB policy document

## *Assessment IB Educator conflicts of interest policy*

**Version:** 3.0

**Scope:** Assessment IB Educators

**Effective date:** 19 March 2019

**Type:** IBEN

### **Purpose**

*A conflict of interest occurs where an individual's ability to exercise judgement or act in one role is, or could be, impaired or otherwise influenced by his or her involvement in another role or relationship. The individual does not need to exploit his or her position or obtain an actual benefit, financial or otherwise. A potential for competing interests and/or a perception of impaired judgement or undue influence can also be a conflict of interest.*

In order to ensure the validity of assessment, all examiners must be fully independent of the work they assess. Additionally, all those involved in the preparation of assessments have access to highly sensitive information and where possible must be independent of the candidates who will take those assessments.

As such, the IB requires that all IB Educators declare all potential conflicts of interest.

### **Policy**

It is the responsibility of each IB Educator to inform the IB as soon as they are aware of a potential conflict of interest.

Withholding such information is viewed as a serious incident and will be dealt with according to the applicable contract with the IB.

IB Educators are required to declare conflicts of interest upon application, in conjunction with contract renewal and on the commissioning of certain tasks. However, IB Educators should proactively inform the IB as and when circumstances change, using the method specified by the IB.

The following principles must be adhered to at all times. 2a and 2b only apply to subjects which contain examinations<sup>1</sup> as part of the assessment model.

- 1 An IB Educator, who has knowledge of future assessments, may not lead or support a workshop (either IB approved or non-IB approved) or professional development event. In line with this principle, such an IB Educator or any Senior Examiner may not also hold the role of workshop leader, online facilitator, field representative, DP Advantage coach or similar role.
- 2a An IB Educator cannot support the preparation of, or have access to, an assessment which candidates in the school where they are employed would normally<sup>2</sup> take. The only exception to this rule is when the IB Educator's current school does not intend to register candidates for assessment in the subject<sup>3</sup>.
- 2b If an IB Educator tutors or supports candidates in other IB schools, they cannot support the preparation of, or have access to, an assessment which those schools would normally<sup>2</sup> register candidates for if that school has entered candidates in recent examination sessions or is planning to enter candidates in future examination sessions.
- 2c If an IB Educator has a connection to IB schools, or candidates in IB schools, they cannot externally assess the work of candidates from those schools.

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<sup>1</sup> An examination is defined as a summative assessment set by the IB, taken by candidates at a predefined time.

<sup>2</sup> All IB schools have an associated main examination session and time zone. A student will normally take an assessment in line with the main examination session and time zone of the school they attend.

<sup>3</sup> The IB Head of School or Programme Coordinator will sign a declaration to say that to the best of their knowledge the school will not be entering candidates for the subject in the exam session that they will prepare assessments. If the school does subsequently decide to enter candidates for that assessment, the IB Educator should inform the IB at the earliest opportunity.

- 3a An IB Educator with knowledge of future assessments is required to provide details of any resource they have produced, are currently producing or plan to produce, which is aimed at, or which could reasonably be used by, IB candidates, other than those in the school where they are currently employed. Furthermore, they must confirm that the content of the examination does not contain unique or identifiable material from resources previously authored and will not be used to direct the production of future resources.
- 3b On request, an IB Educator must provide free access to any resources they have produced which are aimed at, or which could reasonably be used by, IB candidates.
- 4a An IB Educator with knowledge of future assessments, who is also a teacher in an IB school or has been appointed as a teacher in an IB school, is required to complete and submit an enhanced declaration form (Appendix A) should they plan to attend any IB workshop in their role as a teacher. The form must be submitted prior to the workshop place being booked. During the event the IB Educator must ensure that they comply with all clauses of the enhanced declaration.
- 4b An IB Educator with knowledge of future assessments, who is not a teacher in an IB school may not attend an IB workshop.
- 5 All other conflicts of interest, or perceived conflicts of interest, must be declared to the IB as soon as they arise.

Conflicts of interest can include, but are not limited to:

- You work or have worked at an IB school.
- A relative or personal friend works at or attends an IB school.
- You provide any form of support for an IB school or a team/group associated with the school.
- You have lectured at an IB school, either to students, staff or any other associated group.
- You act or have acted as a consultant for an IB school.
- You are or have been a member of an IB school board or a parent-teacher association affiliated with the school.

- You have undertaken any other paid or unpaid work for an IB school.
- You have trained employees who work at an IB school.
- You lead any workshops or provide professional development training to IB teachers or schools, whether through the IB or not.
- You deliver study classes or revision courses for IB students.
- In your current role, you are in competition either academically or financially with an IB school or any person associated with the school.
- You have undertaken paid or unpaid tutoring, in person or at a distance, of candidates at an IB school.
- You work or have worked for a competitor of the IB.
- You work for a supplier to the IB.
- You have sold or provided learning resources to an IB school.
- You produce resources which are intended for the use of IB learners. The types of resources of which the IB should be informed include:
  - Text books
  - Study Guides
  - Web sites
  - Online training courses
  - CD/DVD based resources
  - Blogs
  - Videos
  - Animations
  - Simulations
- Your beliefs or views may lead you to look favorably or negatively on a piece of work submitted by a candidate.

You may only become aware of some these conflicts during an examination session. If this is the case you should inform the IB as soon as you are aware of the conflict.

Where a person has performed a role in which they have interacted with students or teachers from multiple schools, then a conflict of interest must be declared for each school. This includes, but is not limited to, any tutoring, study classes, training or consultancy offered.

## Support

For further information or support in implementing this policy, please contact [examiners@ibo.org](mailto:examiners@ibo.org).



## APPENDIX A – Enhanced Declaration form

Any IB Educator with knowledge of future assessments, who is also a teacher in an IB school or has been appointed as a teacher in an IB school, is required to complete and submit this enhanced declaration form to [examiners@ibo.org](mailto:examiners@ibo.org) prior to booking attendance at an IB workshop.

During the event the IB Educator must ensure that they comply with all clauses of the enhanced declaration.

WORKSHOP TITLE	
WORKSHOP DATE	
WORKSHOP LOCATION	

I declare that;

- 1 I will not disclose any element or topic covered in future assessments to any workshop participant. This includes, but is not limited to, fellow attendees, workshop leaders, field representatives and IB members of staff.
- 2 While permitted to state that I am an Examiner for the IB, I will not disclose any other Assessment IB Educator role or any other assessment related process in which I am involved to any workshop leader participant. This includes, but is not limited to, fellow attendees, workshop leaders, field representatives and IB members of staff.
- 3 I will inform the IB immediately via [examiners@ibo.org](mailto:examiners@ibo.org) should I accidentally disclose any information on future assessments.

SIGNATURE	
NAME	
DATE	