

IB policy document

IBEN conflicts of interest policy

Version: 1.0
Scope: External
Effective date: 28 February 2025 Type: IBEN

Purpose

The purpose of this document is to define the policy regarding actual, potential, or perceived conflicts of interest for IBENs¹.

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 their involvement in another role or relationship. The individual does not need to exploit their 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.

All IBENs must be able to fulfil the requirements of their role fairly and impartially.

As such, the IB requires that all IBENs declare all conflicts of interest as soon as they become aware. Withholding this information is regarded as a serious incident and will be managed according to the applicable IBEN contract with the IB.

Responsibilities

The IBEN is responsible for:

- 1 Complying with this policy.
- 2 Proactively informing the IB as soon as they are aware of a conflict of interest, using the method specified by the IB.
- 3 Reviewing conflicts of interest upon application, in conjunction with contract renewal, and on the commissioning of tasks or events.

The IB is responsible for:

- 1 Managing and reviewing this policy.
- 2 Managing breaches of this policy according to the applicable IBEN contract.

Policy

¹ IBENs are individuals who work with the IB to deliver services to the IB or IB schools.

The following principles of this policy must be adhered to at all times. Points 1d, 2b and 4a are only applicable to subjects which contain examinations² as part of the assessment model.

- 1a An IBEN who is employed at an IB school is not permitted to fulfil any of the following activities for the school:
 - Externally assess student work.
 - Authorization of the school.
 - Evaluation of the school.
- 1b An IBEN who was formerly employed at an IB school is not permitted to fulfil any of the following activities for the school, within a defined period following end of employment at the school:
 - Externally assess student work within 3 years following end of employment.
 - Authorization of the school within 5 years following end of employment.
 - Evaluation of the school within 5 years following end of employment.
 - Lead workshops for the school within 3 years following end of employment.
- 1c An IBEN who is employed at an IB school is not permitted to fulfil any of the following activities for a competitor school:
 - Externally assess student work.
 - Authorization of the school.
 - Evaluation of the school.
 - Lead workshops for the school.
- 1d An IBEN can submit individual questions or sections for inclusion in an assessment but cannot have access to the final assessment which would normally³ be taken by students in the school where they are employed. The only exception to this principle is when the IBEN's current school does not intend to register students for assessment in the subject⁴.
- 1e An IBEN who has knowledge of future assessments and 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. During the event the IBEN must ensure that they comply with all clauses of the enhanced declaration.
- 2a An IBEN who tutors or supports students at an IB school is not permitted to externally assess any student work for the school.

² An examination is defined as a summative assessment set by the IB, taken by students at a predefined time.

³ All IB schools have an associated main examination session and exam zone. A student will normally take an assessment in line with the main examination session and exam zone of the school they attend.

⁴ The IB Head of School or Programme Coordinator will sign a declaration to confirm that, to the best of their knowledge, the school will not be entering students for the subject in the examination session that they will prepare assessments. If the school does subsequently decide to enter students for that assessment, the IBEN should inform the IB at the earliest opportunity.

- 2b An IBEN who tutors or support students in IB schools cannot support the production of, or have access to, an assessment for which those schools would normally register students if that school has entered students in recent examination sessions or is planning to enter students in future examination sessions.
- 3a An IBEN who has a financial relationship with or other vested interest in an IB school is not permitted to fulfil any of the following activities for the school:
- Externally assess student work.
 - Authorization of the school.
 - Evaluation of the school.
- 3b An IBEN who has acted as a Consultant for an IB school may not also act as School Visit Team Member or School Visit Team Leader for the school.
- 4a An IBEN who has knowledge of future assessments must not lead or support a workshop, in person or at distance, either IB-approved or non IB-approved, or other professional development event without the IB's prior written consent⁵. In line with this principle, such an IBEN or Senior Examiner⁶ may not also hold any professional development role.
- 4b An IBEN who has knowledge of future assessments and is not a teacher in an IB school may not attend an IB workshop, in person or at distance.
- 5a An IBEN who has 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 could reasonably be used by IB students 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 identifiable material from resources previously authored and will not be used to direct the production of future resources.
- 5b An IBEN who has knowledge of future assessments must provide the IB free access, on request, to any resources they have produced which are aimed at or could reasonably be used by IB students.
- 6 An IBEN must declare all other conflicts of interest to the IB as soon as they arise.

You may only become aware of some of these conflicts of interest during an examination session or upon allocation to a task or event. In such cases, You should inform the IB as soon as You are aware of the conflict of interest. Where an IBEN has performed a role in which they have interacted with students or teachers from multiple schools, 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.

Other conflicts of interest can include, but are not limited to:

⁵ An IBEN may request to lead or support an IB workshop where the workshop content does not include the subject being assessed.

⁶ Senior Examiners include Chief Examiner, Examiner Responsible and Deputy Examiner Responsible roles.

- Current or former employment at an IB school.
- A personal relationship with an individual who works at or attends an IB school, including, but not limited to, friends and relatives.
- Providing any form of support to an IB school or a team/group associated with an IB school.
- Delivering lectures at an IB school either to students, staff, or any other associated group.
- Having acted as a consultant for an IB school.
- Current or former membership of an IB school board or parent-teacher association affiliated with an IB school.
- Having undertaken any other paid or unpaid work for an IB school.
- Having trained employees who work at an IB school.
- Leading any workshops or providing professional development training to IB teachers or schools, whether through the IB or otherwise.
- Delivering study classes or revision courses for IB students.
- Current employment in a role that is in competition either academically or financially with an IB school or any individual associated with the school.
- Having undertaken paid or unpaid tutoring, in person or at distance, of students at an IB school.
- Current or former employment for a competitor of the IB.
- Current employment for a supplier to the IB.
- Having sold or provided learning resources to an IB school.
- Producing resources which are intended for the use of IB students. Types of resources of which the IB must be informed include, but are not limited to:
 - Textbooks or study guides
 - Websites, blogs, or online training courses
 - CD/DVD-based resources
 - Videos, animations, or simulations

Beliefs or views which may lead You to look favorably or negatively on a piece of work submitted by a student or otherwise impact the impartiality of the activities You fulfil.

Support

For further information or support in implementing this policy, please contact the IBEN team: iben@ibo.org.

APPENDIX A – Enhanced declaration form

Any IBEN 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 iben@ibo.org prior to booking attendance at an IB workshop.

During the event the IBEN 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 IBEN 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 iben@ibo.org should I accidentally disclose any information on future assessments.

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|--------------|--|
| SIGNATURE | |
| NAME (PRINT) | |
| DATE | |