

Conflict of Interest and Confidentiality Declaration 2015/2016

Name:

I am a Contractor (please complete the boxes below)

Subject	Role	Level

Primary Employment

Position held	Name of Organisation

(Please delete paragraph one or paragraph two below as appropriate.)

1 I hereby declare that I have no actual or potential conflict of interest. This includes any financial or other interest as well as any charge of having committed an offence against the law (other than minor traffic offences) that could compromise the performance of my official duties or the integrity or standing of the New Zealand Qualifications Authority.

2 (a) I have an actual or potential conflict of interest as follows:

Note: If you have filled in any part(s) of (a), you must also complete (b)

I declare I am teaching the following Years 11, 12 or 13 classes in 2015/2016:

School	Subject(s)	Level

The following immediate family member(s) are sitting the NCEA/Scholarship Examination I am setting:

Name	NSN	School	Relationship

The following immediate family member(s) are entered in other NCEA/Scholarship Examinations:

Name	NSN	School	Relationship

Other potential conflict of interest in 2015/2016 e.g. development of publications, course facilitator/presenter roles:

(b) I will manage my **‘Teaching’** conflict(s) declared on the previous page as follows:

Note: If you have problems completing this please contact your National Assessment Facilitator (“NAF”).

	(✓) Tick if applicable
<i>I will keep teaching and exam setting/marking roles separate.</i>	<input type="checkbox"/>
<i>I will keep my exam setting/marking role as confidential.</i>	
<i>I will not disclose any information that is not in the public domain.</i>	
<i>I will maintain physical and intellectual security of NZQA exam setting/marking material.</i>	
<i>Other (please specify):</i>	

I will manage my ‘Family’ and ‘Other’ conflict(s) declared on the previous page as follows:

Note: If you have problems completing this please contact your NAF.

	(✓) Tick if applicable
<i>I will keep all examination and related papers secure.</i>	<input type="checkbox"/>
<i>I will keep my exam setting/marking role confidential.</i>	
<i>I will not disclose any information I obtain through my exam setting/marking role to any other person.</i>	
<i>Other (please specify):</i>	

- 3 Should any further actual or potential conflict(s) of interest arise during the period of my Contract with NZQA, I agree to inform the NAF, and, if required, implement agreed way(s) to manage them. It shall be the responsibility of the NAF to inform the Manager of Secondary Examinations of such variations.
- 4 Should I be offered any other work which might conflict with my obligations under this Contract, I agree to inform the NAF. If, in the opinion of NZQA, a conflict does exist, I will not accept the offer. NZQA undertakes that consent will not be withheld unreasonably.
- 5 I verify that the content of all the material and information associated with my role with NZQA will remain confidential. This includes the identity of any/all contractors involved in the examination setting and marking processes.

Signature:		Date:	
Name (please print):			
Role / Subject / Level:			
National Assessment Facilitator’s signature:			