

IFoA Board of Examiners

Terms of reference

1. The IFoA will have a Board of Examiners with a lay Chair, lay co-Deputy Chair, co-Deputy Chair and Chief Examiners for each of the assessed subjects relating to the IFoA Associate and Fellowship qualifications.
2. The Board of Examiners will provide formal independent assurance to MB, and, as relevant to its remit, to Regulatory Board, on the appropriateness of standards and processes for our qualifications.
3. The Board will present MB with formal reports on each examination session, and an annual report on the standards of the IFoA's qualifications compared to sector benchmarks.
4. The Board Chair will provide and present to Regulatory Board an annual report on the standards of IFoA qualifications, and the processes by which they are delivered, as relevant to the remit of Regulatory Board.
5. The Board will offer an opinion to MB on the annual internal audit of aspects of our examination processes, rules, and regulations to ensure they are operationally followed during delivery of our examinations.
6. The Chair will have free access to all appropriate IFoA senior stakeholders/stakeholder groups to ensure that any relevant areas of concern are formally acted upon.
7. The Board of Examiners can make recommendations to the IFoA Executive, which is responsible for implementation of the education strategy.
8. The Board of Examiners may delegate authority to the Chair, or a sub group of itself, to implement decisions on its behalf including decisions on inappropriate examination conduct.
9. The Board of Examiners complies with the IFoA Governance Manual.
10. The Board of Examiners has the following responsibilities:
 - To ensure that the assessment, marking and moderation processes are appropriate, rigorous and fair
 - To ensure equity of treatment for all candidates
 - To ensure that assessments are conducted within the IFoA's regulations and guidance
 - To ensure that assessments reflect the syllabus requirements as supported by the Core Reading
 - To confirm pass-marks and determine each candidate's eligibility for each subject
 - To confirm nominations for examination prizes
 - To confirm student members for the award of the IFoA's qualifications
 - To agree actions in the event of assessment process failures including making allowances in marking (individual or cohort), reassessment or deferral
 - Where appropriate, actions may need to be agreed by a sub set of the Board in advance of any meeting
 - To receive a report from each Chief Examiner on the appropriateness of their assessment process and on the extent to which regulations governing the assessments of candidates have been rigorously and consistently applied

Constitution and Membership

Each Board of Examiners must include

- a) A lay Chair
- b) A lay co- Deputy Chair
- c) An additional co- Deputy Chair
- d) A Chief Examiner responsible for each assessed subject
- e) A named secretary (as a non-voting attendee) – usually IFoA Head of Assessment

Other senior IFoA staff responsible for Quality and Assessment, Education Partnerships, and Learning Operations could be invited to attend, as required

Quorum

As a minimum:

Either the lay Chair or lay co-Deputy Chair (who may deputise as lay Chair, if required)

75% of required Chief Examiners (or their agreed nominee)

Head of Assessment (or agreed nominee)

Candidate Anonymity

All decisions, marks, prizes and qualification awards considered by the Board of Examiners must be considered on an anonymous basis.

Confidentiality

All members have the following responsibility

- a) To preserve the confidentiality of unseen examination papers at all stages until they have been completed by candidates in accordance with the IFoA assessment regulations and guidance
- b) To preserve confidentiality in respect of all proceedings of the Board of Examiners
- c) To preserve confidentiality of any final marks or awards until these have been formally published
- d) To comply with the General Data Protection Regulation (GDPR) in accordance with their agreed terms and conditions of contract

Conflicts of interest

1. Chief Examiners or Board Officers who have a personal conflict of interest should not be appointed to the Board of Examiners
2. Chief Examiners or Board Officers who have any current teaching, lecturing or other collaborative activity with any candidate should declare this prior to being appointed to the Board or at any time during their term of office. The decision on how to deal with such conflicts will be handled by the Chair of the Board
3. Chief Examiners or Board Officers must declare any conflict of interest associated with agenda items under consideration by the Board.

Notice of meetings

Unless otherwise agreed, notice of each meeting confirming venue – if appropriate, time and date shall be published one year in advance

Agenda and supporting papers to be discussed shall be forwarded to each member of the Board (or their nominee) and to any other person required to attend no later than five working days before the date of the meeting. Board members will be expected to have read and considered these papers before attendance at the meeting.

Minutes of meetings

The secretary shall minute the meetings and all resolutions of the Board, including the names of those present and in attendance

Draft minutes of Board meetings will be circulated promptly to all members.

The Secretary to the Board will be responsible for coordinating all communications with the examiners, markers and other Boards and Committees.