Minutes

Confidential

Meeting:	Qualifications Board
Location:	ACCA, Cedar Room, The Adelphi, 1-11 John Adam Street, London WC2N 6AU
Date:	11 October 2024, 10.00-15:00

PRESENT:

The Chair (Paul Layzell), Katie Bailey, Elaine Darby, Paul Lewis, Nauman Mian and Matthew Wong.

IN ATTENDANCE:

Executive Director – Content, Quality, and Innovation (Alan Hatfield), Director – Professional Qualifications (Ann Lamb), Head of Education Recognition (Katrina Smyth), Head of ACCA Qualifications (Jacky Bateman), Qualifications Data Science Lead (Tom Laycock, for items 1-5 only), Head of Quality and Recognition (Julie Hepburn, for items 6-11 only), Lead – Exam Delivery & Innovation (Tony Peguinho – for item 6 only), Director of Learning & Commercial (Interim) (James Patrick – for item 7 only), Director of Learning & Commercial (Interim) (Clare Hodgson – for item 8 only), Officer – Secretariat (Jo Burns) and Officer – Secretariat (Catriona Calnan).

OBSERVERS:

Kate Ringham (Oxford Brookes University) – items 1-4 only.
Loretta Sealy (Financial Reporting Council).

APOLOGIES:

No apologies were received.

1. MINUTES AND ACTION LOG

The Board approved the minutes of the last meeting of the Qualifications Board held on 12 July 2024.

The Board noted the actions log.

2. CONFLICTS OF INTEREST

No conflicts of interest were declared.

3. EXAMINATION RESULTS GOVERNANCE REVIEW

The Board noted the Exams Governance Report which had been circulated to the Board. The Board received a presentation from the Director – Professional Qualifications and the Qualifications Data Science Lead on the delivery of exams and the results of the September 2024 exam session.

The Board also received an oral report from the Chief External Examiner on her review of the exam papers, confirming the following:

- it was confirmed that all exams were comparable in educational standard within a level and there were no overlaps
- all papers covered various interesting and relevant scenarios with an appropriate mix of style and diversity with the criteria met
- the rigorous analysis of exam results provides integrity to the process
- that there were no aspects of the exams that gave her cause for concern and that she was satisfied with all aspects.

Based on the evidence presented and subsequent discussion, the Board <u>agreed</u> to ratify the September 2024 examination results.

4. LEAD REGULATOR UPDATE

The Board noted the paper and update on ACCA's interactions with its lead regulators from the Head of Education Recognition.

5. INNOVATION IN LEARNING AND ASSESSMENT

The Board received an update on ACCA's Innovation in Learning and Assessment (ILA) programme from the Lead – Exam Delivery & Innovation.

6. ACCA-WIDE DEVELOPMENTS

The Board received an update on student progression from the Director of Learning & Commercial (Interim).
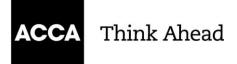
7. CPD COMPLIANCE

The Board received an update on ACCA's CPD annual policy and compliance from the Head of ACCA Qualifications, Head of Quality and Recognition and the Director of Learning & Commercial (Interim).

8. EFFECTIVENESS REVIEW

The Board noted the proposals for the Qualifications Board's effectiveness review.

9. TERMS OF REFERENCE AND QUALIFICATIONS BOARD WORK PLAN 2023-24 COUNCIL YEAR

The Board considered its work plan for the Council year 2023-24 and suggested topics for consideration and possible inclusion in the Board's future work plan.

10. DATES OF FUTURE MEETINGS

The Board noted the future meeting dates of the Qualifications Board:

- Wednesday 15 January 2025 (virtual)
- Friday 11 April 2025 (virtual)
- Friday 11 July 2025 (virtual)
- Friday 10 October 2025 (TBC, in-person at The Adelphi, ACCA, London).