



Confidential

Meeting: Qualifications Board

Location: Virtual - Zoom

Date: 13 January 2023, 13:30 – 17:50

PRESENT:

The Chair (Nora Nanayakkara), Carol-Ann Boothe, Elaine Darby, Paul Layzell, Paul Lewis 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), Lead – Exam Delivery and Innovation (Tony Peguinho, for item 1-5 only), Head of Education Solutions and Student Support (James Patrick, for item 6 only) and Secretariat Officer (Jo Burns).

OBSERVERS:

Kate Ringham (Oxford Brookes University) – items 1-5 only

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 14 October 2022 and approved the Action Log.

2. CONFLICTS OF INTEREST

No conflicts of interest were declared.

3. REMOTE INVIGILATION OVERVIEW

The Board received a presentation from the Programme Lead - Exam Delivery & Innovation.

4. EXAMINATION RESULTS GOVERNANCE REVIEW

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 December 2022 exam session.

The Board also received a report from the Chief External Examiner on her review of the exam papers. The Chief External Examiner confirmed the following:

- The Applied Knowledge exams were set at Level 4. The Law exam was set at Level 5. The other Applied Skills exams were set at Level 6 and the Strategic Professional exams were set at Level 7. It was confirmed that all exams were comparable in standard and there were no overlaps.
- All papers covered various scenarios with an appropriate mix of style and diversity.
- 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 agreed to ratify the December 2022 examination results.

5. FUTURE OR LEARNING AND ASSESSMENT

The Board received a presentation on Student Support and the My Exam Performance tool from the Head of ACCA Qualifications and the Head of Education Solutions and Student Support.

6. LEAD REGULATOR UPDATE

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

7. QUALIFICATIONS BOARD WORK PLAN

The Board discussed and approved its work plan for the Council year 2022-2023.

8. DATES OF FUTURE MEETINGS

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

- Friday 14 April 2023
- Friday 14 July 2023
- Friday 13 October 2023