

Minutes.



Meeting: Qualifications Board
Location: Virtual, Zoom
Date: 14 January 2026, 10.00 – 14:00

PRESENT:

The Chair (Paul Layzell), Katie Bailey, Elaine Darby, Trusha Lakhani, Paul Lewis, and Qinxue Mei.

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 1-7 only), Transformation Delivery Lead (Ciara Heenan, for item 7 only), Executive Director – People and Transformation (Julie Hotchkiss, for item 7 only), ILA Programme Lead (Tony Peguinho, for items 7 and 8 only), ILA Qualification Lead (Rachel Norman, for item 8 only), Qualification Innovation Lead (Emma Ritchie, for item 8 only), Secretariat Officer (Jo Burns) and Secretariat Officer (Catriona Calnan).

OBSERVERS:

Kate Ringham (Oxford Brookes University) – items 5 and 6 only.

APOLOGIES:

No apologies were received.

The Board welcomed Qinxue Mei to the Qualifications Board.

1. MINUTES and ACTION LOG

The Board approved the minutes of the last meeting of the Qualifications Board held on 10 October 2025.

The Board noted that there were no actions to follow-up from previous meetings.

2. CONFLICTS OF INTEREST

No conflicts of interest were declared.

3. CHAIR'S UPDATE

The Board received an oral update from the Chair on matters discussed at the last Regulatory Board meeting, as appropriate to Qualifications Board.

4. EXAMINATION RESULTS GOVERNANCE REVIEW

The Board noted the Exams Governance Report which had been circulated in advance of the meeting 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 December 2025 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 standard and there were no overlaps.
- All exams 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.
- There was a good focus on ethics and sustainability.
- 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 2025 examination results.

5. REMOTE INVIGILATION (RI) UPDATE

The Board received a remote invigilation update from the Director - Professional Qualifications.

6. ACCA WIDE DEVELOPMENTS DIGITAL TRANSFORMATION (DT) PROGRAMME UPDATE

The Board noted the Digital Transformation Programme update provided by the Executive Director – People and Transformation and the Transformation Delivery Lead.

7. INNOVATION IN LEARNING AND ASSESSMENT (ILA) UPDATE

The Board received a presentation on the Innovation in Learning and Assessment (ILA) programme from the ILA Qualification Lead, the Qualification Innovation Lead, and the ILA Programme Lead.

8. LEAD REGULATOR UPDATE

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

9. BOARD ARRANGEMENTS

The Board considered a report on the Board's terms of reference, work plan for the 2025-26 Council year and development from the Head of Education Recognition.

10. DATES OF FUTURE MEETINGS

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

- Friday 10 April 2026 – Virtual
- Friday 10 July 2026 - Virtual
- Friday 16 October 2026 (in-person at The Adelphi, ACCA, London, subject to confirmation)