

## ***Confidential***

**Meeting:** Qualifications Board  
**Location:** Virtual - Zoom  
**Date:** 15 October 2021, 10:30 – 14:30

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### **PRESENT:**

The Chair (Suzy Walton), Keith Brumfitt, Elaine Darby, Cristina Gutu, Michelle Hourican and Nigel Spencer.

### **IN ATTENDANCE:**

Executive Director – Content, Quality and Innovation (Alan Hatfield), Director – Practice Regulation (Sundeep Takwani), Director – Skills and Assessment (Catherine Edwards), Director – Exam Delivery and Innovation (Judith Bennett, for items 1-5 only), Director - Professional Qualifications (Ann Lamb), Director – Professional Conduct (Joe Johnson), Head of Education Recognition (Katrina Smyth), Head of ACCA Qualifications (Jacky Bateman), Qualifications Data Science Lead (Tom Laycock, for items 1-5 only) and Regulation Officer (Jo Burns).

### **OBSERVERS:**

Kate Ringham (Oxford Brookes University) – items 1-4 only.  
Nora Nanayakkara (ACCA Chair of Appointments Board).  
Kim Hooper – Financial Reporting Council (FRC).  
Volodymyr Gayday – Financial Reporting Council (FRC).

### **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 16 July 2021.

The Board were advised that action item no. 4 on the Action Log had now been completed and that further detail would be provided as part of agenda item no. 8 'Lead Regulator Update'. The Board agreed to amend action item no. 4, to show as a completed item and approved the Action Log.



**2. CONFLICTS OF INTEREST**

No conflicts of interest were declared.

**3. EXAMINATION RESULTS GOVERNANCE REVIEW**

The Board received a presentation from the Director – Professional Qualifications regarding the delivery of the exams and the results of the September 2021 exam session, including an update on any issues arising since the last examination results governance review.

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 Skills exams were set at Level 6 and all exams were comparable in standard and that there were no overlaps.
- the Strategic Professional exams were set at Level 7 and all exams were comparable in standard and that there were no overlaps.
- all papers covered realistic scenarios and problem solving.
- the rigorous analysis of examination results provides integrity to the process
- that there were no aspects of the examinations that gave her cause for concern.

Following all evidence presented and subsequent discussion, the Board agreed to ratify the September 2021 examination results.

**4. ACCA WIDE DEVELOPMENTS**

The Board noted a presentation from the Director - Exam Delivery and Innovation which completed action item no. 6 on the Action Log.

*[Post meeting note: The presentation was circulated to Board after the meeting.]*

**5. CPD COMPLIANCE**

The Board noted a presentation from the Head of Education Recognition.

**6. TERMS OF REFERENCE AND BOARD WORK PLAN**

The Board noted its work plan for the Council year 2021-2022 and agreed to contact the Regulation Officer with any suggestions for agenda item topics for the next Council year.

**7. LEAD REGULATOR UPDATE**

The Board noted the update on ACCA’s interactions with its lead regulators from the Head of Education Recognition and that ACCA remains in good standing with its lead regulators.



Think Ahead

**8. DATES OF FUTURE MEETINGS**

The Board noted the dates of future meetings:

- Friday 14 January 2022
- Thursday 14 April 2022
- Friday 15 July 2022
- Friday 14 October 2022