

## ***Confidential***

**Meeting:** Qualifications Board  
**Location:** ACCA, Cedar Room, The Adelphi, 1-11 John Adam Street, London  
WC2N 6AU  
**Date:** 13 October 2023, 10.30 – 15:00

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### **PRESENT:**

The Chair (Paul Layzell), Carol-Ann Boothe, Elaine Darby, 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 1-4 only), Head of Quality and Recognition (Julie Hepburn, for items 5-10 only), Director of Strategy (Jasmine Lassen, for item 5 only), Head of Strategy Development and Alignment (Scott Ashworth, for item 5 only), Programme Lead – Exam Delivery and Innovation (Tony Peguinho, for item 8 only), Secretariat Lead – Content (Hannah Clarke) and Secretariat Officer (Jo Burns).

### **OBSERVERS:**

None.

### **APOLOGIES:**

An apology was received from Paul Lewis.

### **1. MINUTES and ACTION LOG**

The Board approved the minutes of the last meeting of the Qualifications Board held on 14 July 2023. The Board also 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 and the Qualifications Data Science Lead on the delivery of exams and the results of the September 2023 exam session.

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

- The 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 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 agreed to ratify the September 2023 examination results.

#### **4. LEAD REGULATOR UPDATE**

The Board noted the update on ACCA's interactions with its lead regulators from the Head of Education Recognition. The Board requested that a summary table be included in future papers, to highlight and track any lead regulator issues.

#### **5. QUALIFICATIONS BOARD WORK PLAN**

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

#### **6. ACCA-WIDE DEVELOPMENTS**

The Board received an update from the Director of Strategy and Head of Strategy Development and Alignment on developing ACCA's future strategy.

#### **7. CPD ANNUAL POLICY REVIEW AND COMPLIANCE UPDATE**

The Board received an update on ACCA's CPD annual policy and compliance from the Head of ACCA Qualifications and Head of Quality and Recognition.

#### **8. FUTURE OF LEARNING AND ASSESSMENT (FOLA)**

The Board received a presentation on the future of learning and assessment from the Director of Professional Qualifications, Head of ACCA Qualifications and Programme Lead – Exam Delivery & Innovation.

#### **9. DATES OF FUTURE MEETINGS**

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

- Friday 12 April 2024 (virtual)
- Friday 12 July 2024 (virtual)
- Friday 11 October 2024 (in-person at The Adelphi, ACCA, London)