

Terms of Reference for the Qualifications Examinations and Assessments Committee

As adopted by the Board on 24 September 2012

Definitions:

The following words shall have the meanings shown:

“Committee” shall mean the Qualifications, Examinations and Assessments Committee.

“Council” shall mean the CII’s Representative Council.

“Board” shall mean the CII governing Board.

1. Purpose of the Committee

The Committee is responsible for ensuring that CII candidates are treated fairly through the application of all its qualifications, examinations and assessments processes. This will ensure that the CII maintains its professional standards and integrity and operates in line with the quality criteria of the appropriate regulatory authorities.

2. Name of the Committee

Qualifications, Examinations and Assessments Committee

1. Membership

Should consist of:

- The Chair of the Committee
- Three members of the General Insurance Practitioner community, including at least one who has current experience of CII assessment
- Three members of the Financial Services Practitioner community, including at least one who has current experience of CII assessment
- Four individuals from the wider educational community, including representation from other examining bodies, HE and standard setting bodies, as appropriate.

1.1 The Chair of the Committee shall be appointed by the Board on the recommendation of the Nominations Committee.

1.2 The Chair/Vice Chair are to be alternated between general and life practitioners.

- 1.3 The Chair of the Committee shall be a member of Council.
- 1.4 In the absence of the Committee Chair and/or an appointed deputy, the remaining members present shall elect one of themselves to chair the meeting.
- 1.5 The other Committee members will be appointed by the Chair.
- 1.6 Only members of the Committee have the right to attend meetings of the Committee on a regular basis. Other individuals may be invited to attend all or part of any meeting, by the Chair as and when appropriate.
- 1.7 Appointments to the Committee are for a term of one to three years which can then be extended for up to two terms of one to three years, subject to reappointment by the Chair following a satisfactory performance appraisal and provided the member remains eligible through that period and the maximum total term of service does not exceed six years.

2. Secretary

- 2.1 The Company Secretary, or his nominee, shall act as the Secretary of the Committee.

3. Quorum

- 3.1 The quorum necessary for the transaction of business shall be one third of the total number on the Committee or four members, whichever is the greater.
- 3.2 A duly convened meeting of the Committee, at which a quorum is present, shall be competent to exercise all or any of the authorities, powers and discretions vested in, or exercisable by, the Committee.

4. Frequency of Meetings

- 4.1 The Committee shall usually meet three times per year on dates to be agreed by the Chair or more frequently, if the volume of work requires this.
- 4.2 If any Committee member does not attend 3 consecutive meetings, without good cause, they may be removed from the Committee by the Chair in consultation with the Board.

5. Notice of Meetings

- 5.1 Meetings of the Committee shall be summoned by the Secretary of the Committee at the request of the Committee Chair.
- 5.2 Unless otherwise agreed, notice of each meeting, confirming the venue, time and date together with an agenda of items to be discussed and supporting papers, shall be forwarded to each member of the Committee, and any other person required to attend, no later than 5 working days before the date of the meeting.

6. Minutes of Meetings

- 6.1 The Secretary shall minute the proceedings and resolutions of all meetings of the Committee, including recording the names of those present and in attendance.
- 6.2 Minutes of Committee meetings shall be circulated promptly to all members of the Committee.

7. Duties

The duties of the Committee shall be to ensure that:

- 7.1 the processes used in the production and delivery of examinations, qualifications and other assessments preserve their integrity;
- 7.2 specifications and assessments are produced in line with these processes;
- 7.3 the processes used to moderate assessments and generate pass marks are valid and appropriate;
- 7.4 the procedure for developing, amended, updating and withdrawing examinations, qualifications and other assessments is appropriate;
- 7.5 examination regulations are in line with all the relevant legislation in relation to equality and diversity, disability discrimination, data protection, freedom of information and any other relevant legislation;
- 7.6 all relevant educational developments arising from the regulatory authorities are reflected in the processes used to administer examinations, qualifications and other assessments;
- 7.7 the awarding body has rigorous self assessment processes in place and that these are reported annually;

- 7.8 there are no conflicts of interest between the different arms of the CII that in any way compromise standards in examinations, qualifications and other assessments;
- 7.9 to review examination performance statistics annually;
- 7.10 to review in accordance with the QEAC Programme of Work, the criteria used by the Accreditation Services Department in granting credits into the CII examinations framework so that they meet market and regulatory requirements and remain robust and fit for purpose. The results of these reviews will be sent to the CII's Accreditation Panel.
- 7.11 ensure a report is given to the Professional Standards Board annually on all the above matters;
- 7.12 ensure that the specific requirements, as set out in the Board regulations Section VII are met, specifically:
- 7.13
 - 7.13.1 The Board shall cause examinations to be held, may appoint and remunerate examiners, and may award (and withdraw for good cause) certificates, diplomas, prizes and medals.
 - 7.13.2 The Board shall from time to time appoint a Committee to which it may delegate powers to appoint examiners, prescribe required courses of education or examinations and to co-opt persons on to the committee.
 - 7.13.3 The Committee shall keep such records of examinations as the Board shall require.

8. Authority

- 8.1 To seek any information it requires from any employee of the CII in order to perform its duties.
- 8.2 To obtain, at the CII's expense, external legal or other professional advice on any matter within its terms of reference.

9. Reporting Responsibilities

- 9.1 The Committee Chair shall report by exception to the Professional Standards Board at each PSB meeting. The Chair will report formally and in person annually.
- 9.2 The Committee shall make whatever recommendations to PSB it deems appropriate on any area within its remit where action or improvement is needed.

The Committee shall make a statement in the annual report about its activities.

10. Other

- 10.1 The Committee shall, at least once a year, review its own performance, constitution and terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to PSB for approval.
- 10.2 The members of the Committee shall be entitled to meet without any members of the executive being present to review and discuss its role and operation.
- 10.3 The Committee shall, as required, appoint ad-hoc sub-committees for particular purposes such as looking at Ofqual Compliance with the General Conditions of Recognition and review of accreditation process.