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# AIA Exam Board

## Terms of Reference

# Overview

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## 1.0 Introduction

The terms of reference for the AIA Exam Board describes its purpose, scope and authority.

The terms of reference provide clear and specific information on how the committee is organised, what the committee is created to achieve, its membership and meeting arrangements.

Like AIA professional members, Committee members must act in the public interest using their professional judgement and skills to build trust in the Association and the profession more widely.

AIA committees are underpinned by the following key principles:

- **Selflessness** – members should take decisions in terms of the public interest and not in order to gain financial or other material benefits for themselves, their families or friends.
- **Integrity** – members should not place themselves under any financial or other obligation to outside individuals or organisations that might, or might be perceived to, influence them in the performance of their official duties.
- **Objectivity** – in carrying out the Association's business, including awarding contracts and recommending individuals for rewards and benefits, members should make choices on merit.
- **Accountability** – members are accountable for their decisions and actions to the Association's membership and the wider public and must be submitted to appropriate scrutiny.
- **Openness** – members should be as open as possible about the decisions and actions that are taken. Members should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- **Honesty** – members have a duty to declare any private interests relating to their appointments and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership** – members should promote and support these principles by leadership and example.

## 2.0 Remit

To review candidate profiles and exam scripts relating to the AIA Examinations taken in the previous session and where necessary recommend to the Qualifications Committee any adjustments to be made in line with existing policies and procedures.

The Exam Board is responsible for:

- a. receiving the marks for each candidate and reviewing performance;
- b. recommending to the Qualifications Committee whether any candidate should be permitted to pass any Paper by compensation, in accordance with the AIA's compensation formula specified in AIA's Exam Procedures.
- c. making recommendations to the Qualifications Committee in respect of any candidate who has notified the AIA of any request for Special Consideration (set out in AIA's Reasonable Adjustment and Special Consideration Policy) in respect of one or more Papers;
- d. recommending to the Qualifications Committee whether all candidates' marks in respect of any Paper should be subject to some adjustment to reflect any exceptional circumstances relating to the examination in that Paper, including but not limited to any ambiguity or error in the examination materials for that Paper;
- e. considering any reports of examination irregularities and making such recommendations to the

Qualifications Committee as the Exams Board thinks fit to address such irregularities.

### 3.0 Authority and Legal Framework: AIA Constitutional Documents 2019

The AIA Exam Board is currently constituted in the Memorandum & Articles of Association as:

*Bye Law 11*

*The Council shall appoint an Exam Board to operate in line with terms of reference agreed by the Council and amended at its discretion from time to time, consisting of members of the Council, and such other qualified persons as the Council may from time to time appoint. The members of the Exam Board shall hold office at the discretion of the Council and shall be paid out of the funds of the Association such remuneration as the Council from time to time may decide.*

### 4.0 Membership

The AIA Exam Board consists of the following representatives:

- AIA Chief Examiner (chair)
- Moderators
- AIA President
- Chair of AIA Qualifications Committee or another AIA Council member
- AIA Secretariat (in attendance for administrative support)

*Chair*

The Chair of the Exam Board works with the Secretary to the Council and is responsible for:

- Agreeing dates, times and locations for meetings
- Ensuring meetings are called and held in accordance with AIA's Constitutional Documents and specific Committee Terms of Reference
- Establishing and confirming an agenda for each meeting
- Ensuring the meeting agenda and relevant documents are circulated to the members of the committee in advance of the meeting
- Officiating and conducting meetings
- Providing leadership and ensuring committee members are aware of their obligations and that the committee complies with its responsibilities
- Ensuring there is sufficient time during the meeting to fully discuss agenda items
- Ensuring that discussion on agenda items is on topic, productive and professional
- Ensuring minutes are complete and accurate, retained, included and confirmed at the next meeting in line with AIA's policy

### 5.0 Voting Rights

All members attending the Committee have a right to vote, except for any individuals 'in attendance',

and the Chair has the casting vote.

## 6.0 Quorum

The chief examiner, at least two moderators and a member of the AIA Council must be present for the meeting to be quorate.

If this quorum is not reached then the Exam Board must be postponed until a quorum may be reached, taking into consideration the timing and scheduling of the AIA Qualifications Committee which must consider any recommendations made by the Exam Board.

## 7.0 Recurring Business

The following agenda should be adhered to at each Exam Board meeting

- Conflicts of interest
  - Members should bring to the attention of the Chair any issue which they believe constitutes a conflict of interest for the carrying out of their duties
- Approval of minutes
  - The minutes from the previous Exam Board should be approved as a true and fair record of decisions reached and recommendations made
- Overview of marks and recommendation of approval to Qualifications Committee
  - The Exam Board should initially review the marks achieved by the cohort
- Review of specific questions where there are potential issues resulting from student performance
  - If specific issues surrounding student achievement by the cohort are identified these should be discussed and a recommendation made
- Specific cases of Special Compensation using the Special Compensation Formula
  - If there are any cases meeting the requirements of the Special Compensation Formula these should be discussed and a recommendation made
- Recommendations to the Qualifications Committee
  - Summarise any recommendations made to the AIA Qualifications Committee based on either individual cases for Special Compensation or Cohort Compensation
- Any other business

## 8.0 Principle of Anonymity

The AIA Exam Board operates under the principles of anonymity for students when examination marks are discussed to ensure no adverse effect based on recognition of name.

## 9.0 Compensation Framework

### *Special Compensation Formula*

The AIA Exam Board may only consider awarding additional marks to an individual student if the criteria set out in AIA's Special Compensation Formula are met. This formula is provided for meeting attendees and set out in AIA's Exam Procedures.

The Special Compensation Formula is intended to ensure that students who have demonstrated consistent success in the AIA examinations, but failed a specific paper due to certain circumstances, may

be assessed for special compensation by considering the average mark gained in papers of a similar standard.

#### *Cohort Compensation*

On review of the recommended marks for the entire cohort of candidates, the Exam Board should assess whether all students undertaking an examination have been unfairly hindered by the ambiguity of a question and whether this warrants the addition of marks across the cohort, even following the moderation and test sitting process.

Additionally, the Exam Board should assess whether any candidates' marks in respect of any Paper should be subject to some adjustment to reflect any exceptional circumstances relating to the examination in that Paper as referenced in Section 2 (d).

The Exam Board should use their discretionary academic experience in this situation, full minutes should be taken of any decision made and its justification and a vote be taken, with a recommendation made to the Qualifications Committee resulting in the award of any additional marks or adjustment.

## 10.0 Retention of Minutes and Papers of the Exam Board

The minutes and papers of meetings held by the AIA Exam Board should be held in accordance with agreed policies and scanned to the system and available to review.

## 11.0 Conflict of Interest Policy

Members of the Exam Board are obliged to declare in advance of the meeting any relevant information in line with AIA's Conflict of Interest Policy.

## 12.0 Equality & Diversity Policy

Members of the Committee are reminded at the commencement of each meeting that they should act at all times in line with AIA's Equality and Diversity Policy

## 13.0 Review

The Terms of Reference are reviewed annually by the Exam Board at the first meeting following the Annual General Meeting and changes enacted by the Secretary to the Council subject to the approval of the Qualifications Committee and Council.



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