

Terms of Reference Revised 1.11.20

To:

- a) quality assure the Institute's awarding organisation processes by:
 - i) contributing to the establishment of appropriate criteria and procedures for the conduct of the Institute's assessments and the assessment of candidates undertaking them.
 - ii) supervising the implementation of such criteria and procedures to ensure the maintenance of standards.
 - iii) undertaking a continuous review of the performance of the assessment system in the light of statistical and other evidence.
- b) Audit the assessment activities of the Awarding Organisation by:
 - i) reviewing assessments to ensure that they comply with regulatory conditions.
 - ii) considering the outcome of the assessment process and review results in the light of the criteria laid down.
 - iii) considering evidence of special circumstances affecting the performance of individual candidates,
 - iv) reviewing risk logs and progress with any planned change.
 - v) reviewing the appointment, performance, training and CPD of examiners and others under contract to provide assessment services.
- c) following each meeting submitting to the Awarding Organisation a report which includes an assessment of the extent that procedures meet regulatory conditions, a summary of any action points and notice of areas for future review.
- d) report on acts and proceedings fully and promptly to Education Committee.

Membership

- a) i) The Chair of the Assessment Board should be a member (although where practical not the Chair) of the Education Committee and be nominated by that Committee and formally confirmed by the Institute's Executive Board.

- ii) The Assessment Board shall designate a Vice Chair to undertake the role and duties of the Chair if they are not able to act for any reason.

- b) The Assessment Board should comprise of six assessment experts who are /experienced in the areas of credit management and related subjects, such as debt collection, money and debt advice, High Court Enforcement, the business environment, business law, and accounting. Suitable Board members may be qualified teachers, examiners and/or credit managers who have experience in assessing staff competences. Complementary expertise in relation to online and written exams, assignments and/or competency-based testing is desirable, although not essential.

- c) Appointments to the Board are based on the qualifications, relevant knowledge, experience, and personal qualities of the candidate, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, pregnancy, and maternity.

- d) A member of the Assessment Board must declare the nature and extent of any interest, direct or indirect, which they have in a proposed transaction or arrangement with the Institute or in any transaction or arrangement entered into by the Institute which has not previously been declared. A member of the Assessment Board must absent themselves from any discussions of the Assessment Board in which it is possible that a conflict will arise between their duty to act solely in the interests of the Institute and any personal interest (including but not limited to any personal financial interest).

- e) Assessment Board members will receive training for the role.

- f) Education Committee appoints Assessment Board members for periods of 3 years, with automatic forfeiture of membership occurring if two consecutive meetings are missed (without specific agreement of Education Committee). Also, in order to rejuvenate the Board regularly, the longest serving member of the Board must offer him or herself for retirement each third year and the CICM will advertise for a replacement.

- g) Every three years, CICM will advertise for a new Board Member and distribute expressions of interest in the form attached to these terms of reference. Education Committee will review expressions of interest and new applications and CICM will therefore notify all applicants of the Education Committee decision.