

## TERMS OF REFERENCE FOR THE EXAMINATIONS COMMITTEE

February 2020

<b>Policy Owner</b>	<b>The Chief Executive Officer</b>
---------------------	------------------------------------

### History of Reviews

<b>Date</b>	<b>Changes made</b>

### 1. Constitution

The Council of the Chartered Institute of Accountants in Malawi (hereinafter “Council”) hereby resolves to establish a Committee to be known as the Examinations Committee.

### 2. Secretary

The Chief Executive Officer of the Institute or her/his delegate shall serve as Secretary and as Governance Advisor to the Committee.

### 3. Membership

The Committee shall comprise 4 elected Council members, a representative of the Ministry of Finance and a representative of the Ministry of Education, a representative of the Malawi National Examinations Board, the President and Vice President of the Council who shall be members ex officio.

### 4. Meetings

#### 4.1 Quorum

Quorum shall constitute Council President or Council Vice President, 2 elected Council Members, and any other 3 members of the Committee.

#### **4.2 Frequency and Timing of Meetings**

The Committee shall meet at least four (4) times a year, as follows:

- Before the commencement of the administration of examinations, and
- Before the release of examination results

### **5. Authority**

The Examinations Committee is authorized by Council to discharge duties in relation to the training of accountants, in particular, in the development and administration of examinations. The committee has powers to approve results and issues that relate to examination results and the Council would ratify the results.

### **6. Duties and Responsibilities**

#### **6.1 Syllabus development**

- To recommend to Council the academic syllabus to be followed by academic institutions charged with the training of accountants.
- To review syllabuses and examinations of institutions, other than the Institute of Chartered Accountants in Malawi, with a view to awarding exemptions from ICAM's examinations.
- To advise Council on matters relating to the training of accountants and the requisite qualifications for the registration of accountants.

#### **6.2 Examination development and administration**

- Coordinating the setting of and administration ICAM's examinations.
- Ensuring that ICAM's examinations and marking standards are of acceptable international academic and professional standing.
- Ensuring that there are adequate security and logistical arrangements and logistics for examinations management.
- Reviewing Examiner and Moderator Reports on the marking and assessment and recommending to the Council appropriate actions/strategies.
- Approving Examiners' and Moderators' proposals for pass marks.
- Approving examination Results. *The results would be ratified by Council later.*

- Reviewing reports on examination malpractice and candidate misconduct and recommending to the Council appropriate penalties as prescribed in the Council's policy.
- Reviewing and recommending to Council lists of students nominated for prizes/awards.
- Reviewing proposals from management and making recommendations to Council on the opening of new examination centres.

### **6.3 Appointment of Examiners, Assessors and Moderators**

- Reviewing the suitability of persons nominated for appointment as Examiners, Markers, Assessors and Moderators.

### **6.4 Finance**

- Proposing input into Council's budgeting process in areas concerning examinations, syllabuses and related matters.
- Recommending to Council adjustments to fees payable by students.
- Recommending professional fees to be paid to Examiners, Markers, Assessors and Moderators.

### **6.5 Students Practical Training**

- To recommend to Council the syllabus for competency development to be followed by mentors/training institutions charged with the training of trainee accountants.
- To recommend to Council the ethics syllabus
- To coordinate the setting of and administration of ethics examinations in line with the Institute's guidelines
- To recommend to Council employers to be considered as training partners
- To recommend to Membership and Admissions Committee trainees that have completed Initial Professional Development (IPD).

### **6.6 Education & Training**

- To recommend to Council exemptions to be awarded to holders of respective academic and professional qualifications.
- To recommend to Council colleges to be considered as learning partners in line with the Education & Training policy.

### **6.7 Other Matters**

- Performing such other functions relating to the training of accountants as Council may direct from time to time.

## **7. Reporting**

The Committee shall report to the Council.