

TERMS OF REFERENCE: ADVANCED CERTIFICATE SUBJECT PANEL

PURPOSE

To actively contribute to the development of relevant professional standards through high level examinations. To advise on and support the development of the syllabus, examination paper and any related support materials for candidates preparing for the examination, including workbooks provided by Accredited Training Providers. To recommend to SII suitable assessment outcomes for candidates who have sat the examinations. To represent practitioners in the investment industry in ensuring examinations are relevant.

SPECIFIC DUTIES

1. To note any changes to the industry to which the examination relates and to make any necessary changes to the syllabus, ensuring the high level objectives are reviewed in relation to current practice so that they remain relevant to the financial services industry.
2. To review, amend and approve draft examination papers to ensure they reflect the syllabus and any supporting workbook and to ensure that the questions in the paper are clear in what is being asked of the candidate. Panel members are also asked to ensure that examination papers are set at an *appropriate* level and are *relevant*.
3. To review a sample of marked scripts, review and moderate results and recommend to SII the pass mark and resulting pass rate for each examination session. The Panel is also asked to recommend to SII those candidates worthy of a distinction or credit. The SII's Head of Awarding Body will review recommendations and sign off the awarding outcomes.
4. To review any requests for special consideration relating to a particular examination sitting and recommend appropriate action / s to the SII.
5. To regularly review the assessment weightings, structure and methodology and make recommendations to SII as appropriate.
6. In order for fulfil the duties outlined above, Panel Members will be expected to attend four panel meetings yearly; two for the purposes of exam paper review and approval and two for review and moderation of results.
7. Due to the confidential nature of the examination paper, Panel Members will be expected to sign a confidentiality agreement.
8. Panel Membership will be regularly refreshed at the discretion of the SII.