



The Charter of the Examinations and Awards Committee

The Examinations and Awards Committee operates as a standing committee of the Education Committee and its role is to oversee all educational awards provided by the GCC BDI.

1. PURPOSE

- 1.1 The Committee shall operate as an executive standing committee of the GCC BDI (i.e. it is NOT a board committee).
- 1.2 The Committee shall oversee all matters concerning examinations and awards of the GCC BDI.
- 1.3 In the event that any activity of this Committee is unforeseen or not specified in this Charter, the extent of the powers and duties of this Committee shall be determined by the chairman of this Committee in consultation with the Executive Director.

2. AUTHORITY

- 2.1 The Committee has authority from the Education Committee to conduct any matters under the scope of its responsibility and is empowered to oversee the management examinations and awards.

3. COMPOSITION

- 3.1 The Committee shall be appointed by the Executive Director for a term of 3 years. A member may be reappointed for one additional tenure.
- 3.2 The Committee shall comprise of not more than five GCC BDI members, one of whom shall be the Executive Director.
- 3.3 The External Examiner will be an ex officio member of the Committee. This would preclude him from being the Chairman of the committee
- 3.4 Members of the Committee shall not be permitted to appoint alternates or proxies to act in their stead
- 3.5 The members of this Committee shall, as soon as possible after their appointment, nominate one of their number to act as the convenor of the Committee and to preside over their meetings as the Chairperson.

3.6 Members of the Committee shall be independent of all examinations and awards activities i.e. they nor any of their close relatives or colleagues should be in the process taking any BDI examinations and awards

3.7 At least two thirds of the members should NOT be trainers on the courses being examined.

4. MEETINGS

4.1 In carrying out its functions the Committee shall meet as often as is necessary upon being convened by the duly appointed convenor.

4.2 The quorum of meetings of the Committee shall be one half, or the nearest number thereto, of its membership

4.3 The Board Secretary shall serve as the Secretary of the Committee

4.4 Minutes shall be kept of all proceedings of the Committee and be retained in the minute book.

5. RESPONSIBILITIES

The Committee will carry out the following responsibilities:

- To provide the governance framework for awards provided by the in collaboration with the Education Committee and the Board.
- To oversee the development of examination policies, procedures and processes
- To collate and report information on the examinations and awards to the Education Committee and the Board.
- To consider and advise the Education Committee and where necessary the Board concerning issues relating to examinations and awards.
- To act as an approving body for examination results.
- To review final assessments and evaluation strategies and activities delivered by the Executive Director.
- To carry out an annual review of examinations and to resolve any issues or concerns.
- To grant associated and relevant certifications to worthy candidates based on regulated and approved accredited standards and policies.
- To supervise, support and facilitate the awards events to ensure consistency standardisation and currency with local, regional and international benchmarks for certified professionals.
- To maintain a rigid system of checks and balances for high standards of academic performance among peers, clients, customers and stakeholders who depend on the products and services of the GCC BDI.
- **The Role of the External Examiner** is to oversee the quality of the education and assessment procedures and specifically to:
 - to comment on draft examination papers and assessment tasks as appropriate;
 - to ensure credible and validated questions, to enhance the credibility of the programme;

- to report on the structure, content, academic standards and teaching of programmes;
- to evaluate all forms of assessment which contribute to participants' results;
- to evaluate, and help ensure fairness and consistency in, the assessment process;
- to comment on any alleged cases of assessment irregularities

The External Examiner has no line responsibility

6 Reporting Responsibilities

6.1 The Executive Director will submit a quarterly report to the Committee

6.2 The Committee will regularly report to the Education Committee about Committee activities and issues that rise with respect to examinations and awards of the GCC BDI

7. Other Responsibilities

7.1 Perform other activities related to this charter as requested by the Education Committee.

7.2 Review and assess the adequacy of the committee charter annually, requesting Education Committee approval for proposed changes, and ensure appropriate disclosure as may be required by law or regulation.

7.3 Confirm annually that all responsibilities outlined in this charter have been carried out.

7.4 Evaluate the committee's and individual members' performance at least annually.

