

# Role profile

Board or Committee name	<b>Assessment Committee</b>
Purpose of the Board or Committee	<p>The Committee is responsible for dealing with all matters relating to ICAEW high-stakes assessment. This includes ratifying examination results and deliberating on cases of student misconduct and special consideration.</p> <p>The Assessment Committee reports to E&amp;T Board.</p>
Role name	Chair of the Assessment Committee
Eligibility	We welcome applications from ICAEW members and non-members.
Purpose of the role	<p>To provide strong leadership and governance to ensure the integrity, fairness, and quality of ICAEW's high stakes assessments. The role involves chairing meetings effectively, leading robust and evidence-based decision making on examination results, student misconduct, and special consideration, and ensuring compliance with governance and regulatory requirements.</p> <p>Acting as the primary link to the Education &amp; Training Board, the Chair supports continuous improvement in assessment standards, data use, and assessment technology, while upholding the public interest and reputation of ICAEW qualifications.</p>
What you might gain from the role	A senior governance role with influence over education and training for the ACA and other high stakes qualifications. Promote public interest, personal and professional development through committee leadership and decision making.
Attributes sought	You will have a good understanding of ICAEW's qualification portfolio and its examinations, preferably with a good working knowledge of quality assurance in assessment. You may be working in an education or training setting or be working with ICAEW students in some capacity. An understanding of statistical methodologies is desirable. Applicants must be willing to voice their opinions.
Time commitment: no of meetings per annum and length of meeting	Meetings are usually scheduled in the morning for half a day. There are eight full Assessment Committee meetings a year, six of which address the main ACA examination

	<p>sessions. There are several shorter meetings to address the session of Pathways and the Level 7 Apprenticeship. As part of the role, you will be expected to attend the six annual meetings of the Education and Training Board.</p>
Remuneration:	The role is unpaid.
Meeting location	Largely virtual, occasionally at ICAEW offices.
Term of office	3 years, from June 2026 to June 2029.
Key dates	<p>All applications must be submitted by 6 February 2026.</p> <p>Shortlisting and interviews will take place between 11 Feb 2026 – 13 March 2026.</p> <p>Any appointments will be confirmed by 22 May 2026.</p> <p>Unsuccessful candidates will be informed as soon as practicable.</p>
Contact details for application	<p>If you would like to learn more about this position and the application process, please contact <a href="mailto:emma.percival@icaew.com">emma.percival@icaew.com</a>.</p> <p>If you require any adjustments during the application process, please contact us in the first instance. For example, you may ask for information in alternative formats or have interviews at times of day.</p> <p>This is not an exhaustive list, please let us know what we can reasonably do to best accommodate your needs.</p>