

QUALIFICATION AND EXAMINATIONS BOARD

Terms of Reference

Introduction

--- Matters pertaining to examinations are prescribed in By-Laws 37 and 40 of the Professional Accountants Ordinance (see attached). Notwithstanding that By-Law 40(2) describes the Examinations Board* as an advisory board, pursuant to 461st Council Meeting held on 17 March 2009, Council had delegated to the Examinations Board the power to conduct and control the examinations of the Institute and approve the appointment and remuneration of examiners, functions of which are specified in By-Law 40 (2)(a) and (b), and the power to sub-delegate to the Management operational matters relating to the examination and examination related matters.

Terms of Reference

1. To advise tactical goals and priorities for the Institute's Qualification Programme (QP), as developed by Management, for developing and nurturing outstanding newly-qualified CPAs and maintaining a premier designation internationally recognized by all stakeholders.
2. To provide inputs to Management on changes to current policies, guidelines and procedures for examination, accreditation and practical experience, so as to ensure that the QP competency requirements are kept relevant and maintained at the highest standard.
3. To approve the examination papers, results of the QP and other professional examinations held by the Institute, accreditation outcomes, authorisations of employers/supervisors relating to QP candidates' practical experience as well as the appointment and remuneration of examiners, assessors and other parties involved in the QP, accreditation and examination processes.
4. To receive and consider periodic reports from the Education and Training Department in respect of all matters relating to the QP and the Institute's professional examinations.
5. To conduct any other functions as may be specified by the Council from time to time.

* * * * *

Hong Kong Institute of CPAs
March 2014

* *The "Examinations Board" refers to the Qualification and Examinations Board since the merger of the former Examinations Board and the former Accountancy Accreditation Board in 2010.*

**Extract from the By-laws of the Professional Accountants Ordinance
relating to examinations matters**

PART IX

EXAMINATIONS

37. Power of Council to make rules

The Council may make rules prescribing -

- (a) the examinations of the Institute;
- (b) the syllabuses therefor;
- (c) the sections into which the examinations are to be divided;
- (d) the times for holding the examinations;
- (e) examination fees;
- (f) the period within which any examination must be passed;
- (g) exemptions from examinations or concessions which may be granted; and
- (h) any other matter incidental to the holding of examinations.

40. Establishment of Examinations Board

- (1) There is hereby established an Examinations Board, the members of which, whether members of the Institute or not, shall be appointed by the Council and shall hold office until they resign or are removed from office by the Council.
- (2) The functions of the Examinations Board shall be to advise the Council on -
 - (a) the conduct and control of examinations of the Institute;
 - (b) the appointment and remuneration of examiners; and
 - (c) such other functions as may be specified by the Council from time to time.
- (3) Members of the Examinations Board shall be paid such fees as the Council may determine.

(8 September 2004 Ed.)