Terms of Reference: Examination and Psychometrics Panel

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Owner	Governing Board
Review	Every 3 years, or sooner if requirements change

> Issued by BFS management as an interim edition. It will be reviewed and ratified by the Governing Board at its first meeting after the committees are constituted.

1. Purpose

The Examination and Psychometrics Panel makes sure BFS examinations are valid, reliable, fair and secure.

2. Functions

1. Build examination blueprints from the approved JTA results.
2. Train item writers and reviewers; review and approve items.
3. Run standard setting (modified Angoff) for each new examination form.
4. Review item statistics, reliability and examiner consistency after every examination window, and retire weak items.
5. Approve reasonable adjustments policy and examination security arrangements.
6. Make sure no AI tool makes or recommends a certification decision, and that AI-assisted drafting is reviewed by a human expert.

3. Composition

5 seats. Members are appointed by the Governing Board after an open call for nominations, for their expertise and the interest they represent, not as delegates of any organisation. No single stakeholder category may hold a majority.

Stakeholder category	Seats	Condition	Status
Chair (psychometrics or educational measurement)	1	—	**Open, nominations invited**

Stakeholder category	Seats	Condition	Status
Subject-matter experts per scheme	3	—	**Open, nominations invited**
Assessment or measurement specialist	1	—	**Open, nominations invited**

4. Quorum

Three members including one measurement specialist.

5. Term of office

Three years, renewable. Members may resign by written notice and may be removed by the Governing Board for failure to declare a conflict, breach of confidentiality, or repeated non-attendance.

6. Meetings

Before and after every examination window. Meetings may be held online. Minutes record attendance, declarations of interest, decisions and reasons.

7. Conflicts of interest

- Every member signs the BFS Conflict of Interest declaration on appointment and renews it every year, and declares any new interest as soon as it arises.
- At the start of every meeting the chair asks for declarations on each agenda item; declarations are minuted.
- A member with an interest in an item leaves the discussion and the decision on that item. The chair decides on borderline cases; if the chair is conflicted, the vice-chair decides.
- No member may take part in any decision about a person they have trained, taught, employed, coached, assessed for a training provider, or are related to, within the previous 2 years.
- Members do not receive any payment linked to the outcome of a decision. Any honorarium is fixed in advance and published in the annual impartiality report.
- Members sign the BFS Confidentiality undertaking. Papers about individual candidates, examination content and complaints are confidential and are returned or destroyed after use.

8. Decision making

By majority; item approval needs two independent reviewers.

9. Reporting

Reports examination statistics (without names) to the Standards Council and the Governing Board.

10. Review

These terms of reference are reviewed at least every 3 years by the Governing Board.