

**INSTITUTE AND FACULTY OF ACTUARIES**  
**IFoA BOARD SPECIAL MEETING**  
**MINUTES**

5 February 2025, 08:30-09:00 GMT

Board Members Present:

David Currie	Chair
Kartina Tahir Thomson	IFoA President
Paul Lewis	Chief Executive Officer
Kudzai Chigiji	Member Non-Executive Director
Andrew Rear	Member Non-Executive Director
Hitesh Shah	Member Non-Executive Director
Tony O'Riordan	Member Non-Executive Director
Sheila Kumar	Independent Non-Executive Director
Aaron Porter	Independent Non-Executive Director

Also In Attendance:

Mike McDougall	Director of Learning
Paul Sweeting	Council President-elect
Anne Moore	Chief Operating Officer
Thomas Evans	Deputy Corporate Secretary

<b>1.</b>	<b>Welcome, Apologies, Declarations of Interest</b>
1.1	<p>The Chair welcomed everyone to a special meeting of the Board, thanking all for being able to attend at short notice.</p> <p>No apologies were received and no interests were declared.</p> <p>The purpose of this meeting is to:</p> <ol style="list-style-type: none"> <li>1. Inform the Board on developments with delivering the April exam diet</li> <li>2. Inform on actions being taken by the Executive and ensure the Board is involved with the process</li> <li>3. Consider a reversion to in-person, invigilated exams if feasible.</li> </ol>
<b>2.</b>	<b>April 2025 exam diet</b>
2.1	<p>Paul Lewis took the Board through the situation, providing details of what has happened and work undertaken by the Executive. The presentation with this information is included with these minutes.</p> <p><b>REDACTED</b></p> <p>The Board was asked to approve a request for the Executive to engage with TeamCo and the British Council, exploring the possibility of using them to support delivery of the April exam diet.</p>
<b>3.</b>	<b>Board comments and questions</b>
3.1	The Board expressed its support of the proposals made and raised a number of questions and comments.
3.2	It was confirmed that the ask of the British Council will be to use its test centre network and IT infrastructure, leveraging contacts at this body.
3.3	High-level due diligence has been carried out on TeamCo, with it being a highly-rated provider that works with other professional bodies to deliver their examinations. Conversations thus far have been positive but, should they not be successful, the Executive is also considering the IFoA's QAS and university networks. Large employers have been considered but there are concerns around

	<p>coordination, invigilator training and data protection issues re. candidate information and access arrangements.</p> <p>The preference is to use TeamCo (subject to satisfactory discussions) but the Board was assured that nothing has been discounted at this stage.</p> <p>In order to ensure successful delivery, the Executive is keen to keep the number of providers to a minimum.</p>
3.4	A question was raised on what is being done to support candidates in China and SE Asia, the answer to which will depend on conversations with the British Council.
3.5	<p>There was some concern about creating a two-tier exam offer with some candidates sitting exams in-person and others online and managing perception on security and credibility. It was confirmed that many organisations offer a hybrid model for their examinations with approximately 10-15% of examinations being sat online with remote invigilation.</p> <p>It was further confirmed that the same paper will be sat by all candidates regardless of location and that this will have no impact on the marking process nor the release of results.</p>
3.6	<b>REDACTED</b>
3.7	There will need to be a comms piece to provide assurance to all stakeholders that the examinations are secure and that the solutions put in place are either on a temporary or permanent basis.
3.8	A lessons-learned review will take place to analyse the decision-making process and to see if testing of the Measure platform could have taken place earlier. The Board was reminded that when this solution was approved, it was told that resource was focussed on delivering this solution and that there was no capacity for setting up a network of in-person centres.
3.9	<p>Council is interested in and concerned about this issue and needs to be given assurance of the Board's involvement.</p> <p>The Board was informed of a suggestion amongst Council to hold a vote on moving the examinations back to an in-person setting. This is outside of Council's remit and cuts across the IFoA's governance structure. There is a Council engagement session on this topic scheduled for 5 February and it is important that the Board is seen to be in charge of the situation.</p> <p>A paper will be prepared for the Board, so that it can be satisfied that proper consideration has been given to this matter.</p>
3.10	<p>The Board gave its approval for the Executive to proceed with its engagement with TeamCo and the British Council.</p> <p>A Board meeting is scheduled for 13 February, at which further updates will be provided.</p> <p>Paul Lewis thanked the Board for its feedback and approval.</p>
	There being no other business, the Chair closed the meeting.