



**ACADEMIC COMMITTEE**  
**TERMS OF REFERENCE**

**June 2006**

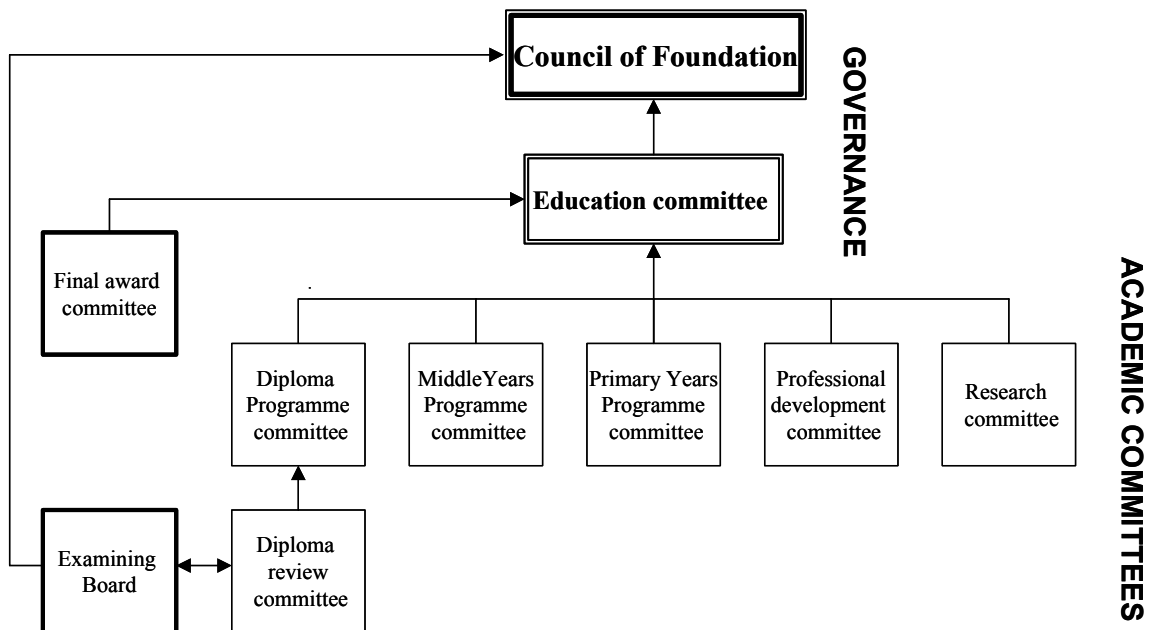
## Introduction

The International Baccalaureate Organization is governed by a 17-member Council of Foundation, which appoints the director general, sets the strategic direction of the organization, adopts a mission statement, makes policy, oversees the IBO's financial management, and ensures the autonomy and integrity of IB diploma examinations and other student assessment. Council membership represents cultural and geographical diversity. It includes five heads of IB World Schools, one representative from each regional advisory committee, *ex-officio* and *ad personam* members with varied professional experience.

The education committee is a permanent committee of the Council of Foundation and deals with educational policies of the IBO.

The management and development of the IBO's three programmes and of its assessment, professional development and research functions are steered and supervised by academic committees (see structure below), which are responsible to the education committee of the Council of Foundation.

## Academic committee structure



## Terms of reference for the Primary Years Programme committee

1. The Primary Years Programme committee is responsible to:
  - the education committee of the Council of Foundation
  
2. The role of the Primary Years Programme committee is to:
  - monitor the quality and contribute to the development of the programme, making decisions where appropriate, concerning
    - the development of curriculum and assessment and related processes
    - publication of all related materials
    - quality assurance
  - make recommendations to the IBO education committee about issues that have an impact on IBO policy, finance, strategic planning and external relations
  - make recommendations to the IBO directors' leadership team regarding management and dissemination of the programme. These include implementation, application, authorization and evaluation procedures and the development of teachers and workshop leaders
  
3. The membership of the Primary Years Programme committee is as follows:
  - chair (head or principal of an IB World School)
  - four school representatives (one per region)
  - four regional programme managers
  - head of programme
  - head of programme development division
  - academic director
  
4. The period of tenure of the chair is three calendar years.  
The period of tenure for the school representatives is two calendar years, renewable for one year upon mutual agreement.
  
5. The Primary Years Programme committee will normally meet face-to-face **once** per year.

## Terms of reference for the Middle Years Programme committee

1. The Middle Years Programme committee is responsible to:
  - the education committee of the Council of Foundation
  
2. The role of the Middle Years Programme committee is to:
  - monitor the quality and contribute to the development of the programme, making decisions where appropriate, concerning
    - the development of curriculum and assessment and related processes
    - publication of all related materials
    - quality assurance
  - make recommendations to the IBO education committee about issues that have an impact on IBO policy, finance, strategic planning and external relations
  - make recommendations to the IBO directors' leadership team regarding management and dissemination of the programme. These include implementation, application, authorization and evaluation procedures and the development of teachers and workshop leaders
  
3. The membership of the Middle Years Programme committee is as follows:
  - chair (head or principal of an IB World School)
  - four school representatives (one per region)
  - four regional programme managers
  - head of programme
  - head of programme development division
  - academic director
  
4. The period of tenure of the chair is three calendar years.  
The period of tenure for the school representatives is two calendar years, renewable for one year upon mutual agreement.
  
5. The Middle Years Programme committee will normally meet face-to-face **once** per year.

## Terms of reference for the Diploma Programme committee

1. The Diploma Programme committee is responsible to:
  - the education committee of the Council of Foundation
  
2. The role of the Diploma Programme committee is to consider whole programme issues, and in particular to:
  - monitor the quality and consistency of the IB Diploma Programme, making decisions where appropriate concerning
    - the development of the structure and the regulations of the programme
    - the process of curriculum review
    - quality assurance
  - make recommendations to the IBO education committee about issues that have an impact on IBO policy, finance, strategic planning and external relations
  - make recommendations to the IBO directors' leadership team regarding management, development and dissemination of the programme. These include implementation, application, authorization and evaluation procedures and the development of teachers and workshop leaders
  
3. The membership of the Diploma Programme committee is as follows:
  - chair (head or principal of an IB World School)
  - four school representatives (one per region)
    - 2 heads of schools
    - 2 coordinators
  - chair of the examining board
  - assessment director
  - head of programme
  - four regional programme managers
  - head of programme development division
  - academic director
  
4. The period of tenure of the chair is three calendar years.  
The period of tenure for the school representatives is two calendar years, renewable for one year upon mutual agreement.
  
5. The Diploma Programme committee will normally meet face-to-face **once** per year.

## **Programme committees**

### **Modes of appointment for programme committee members**

1. The names of programme committee members for the current year are listed in the programme's *Coordinator Notes* and on the IBO's public website.
2. The chair —distinct from the school representatives— is appointed by the director general (upon recommendation by the head of the programme following consultation with regional offices). The chair will be a head of an IB World School or principal of the corresponding division of the school. The appointment is communicated by the director general to the chair of the IHRC.
3. The appointment of the chair will rotate between the four IBO regions. The head of programmes division, in collaboration with regional and IBCA staff, will propose a rota for the appointment of the chair.
4. The regional offices will invite applications from heads of schools or principals through their regular regional newsletters and the regional pages of the IBO's public website. The committee's secretary will send a reminder to the regional office immediately following the chair's penultimate meeting.
5. The school representatives are invited by the head of programme following consultation with the regional offices and the chair. It is proposed that the regional offices request applications from interested practitioners recommended by their heads of schools through their regular regional newsletters and the regional pages of the IBO's public website.
6. In order to allow as large a number of school practitioners to contribute to the committee as possible, the term of schools' representatives is not renewable by more than one year, nor will they be eligible to become chair of the committee after they have served as schools' representatives.

### **Roles of programme committee members**

1. The work of each programme committee is organized by the head of programme in conjunction with the head of programme development. The agenda is discussed with the chair of the committee prior to the meeting. The role of the chair (head or principal of an IB World School) is to ensure appropriate discussion of items within the allotted time, to clarify and summarize the actions and/or recommendations, and to ensure (in conjunction with the head of programme) that a summary of the meeting is posted on Headnet for the benefit of heads of IB World Schools.
2. The chair and schools' representatives will generally be individuals who hold positions of authority and/or responsibility in the organizations or schools that they represent. They will be experienced educationalists whose attendance—by virtue of their position—is likely to have a beneficial effect on the development of the programme, and on the schools and/or groups they represent. They are expected to provide an experienced school practitioner's point of view in discussions rather than views pooled from other schools in the region.
3. It is expected that regional programme managers should prepare for the meetings in collaboration with their regional director. In the discussion of issues, programme managers are expected to consider the needs of different types of schools in their region.

## **Meetings**

1. The committee will normally meet for two days.
2. Regional and IBCA programme staff will meet for 1–2 days before and/or after the programme committee meetings.
3. Other IBO (regional and/or IBCA) staff members or invited guests may attend individual meetings or parts of meetings as the agenda dictates.
4. Should the discussion of an item necessitate further consultation, this process should take place between meetings and be organized by IBCA or the regions depending on the recommendation of the committee.
5. Travel and accommodation for all committee members are arranged and/or reimbursed by the IBO.
6. A daily meeting fee is paid to non-IBO staff according to the current IBO scale of payment.
7. It is proposed that programme committee meetings take place during a set period once a year, in order to facilitate the planning of other events by IBCA and the regions:
  - PYP committee: third week of February
  - MYP committee: fourth week of February
  - Diploma Programme committee: second or third week of January

## **Minutes of meetings**

1. The timeline for distribution of the minutes should be as follows:
  - the first set of draft, unconfirmed minutes to be sent electronically to the chair and to the head of programme within three weeks of the meeting
  - feedback to the secretary should be returned within two weeks and any amendments made
  - the second set of unconfirmed minutes should then be distributed to the rest of the committee for feedback which should be returned to the secretary within two weeks and any amendments made
  - the third set of unconfirmed minutes should be distributed electronically to the chair and members of the committee for approval within a week
  - the chair should then sign off the minutes as confirmed, to be released on the staff intranet and sent to the chair of the IHRC within eight weeks of the meeting
  - Following electronic confirmation of the minutes, a summary of recommendations and decisions is written and posted on Headnet within one week

Note: If a committee member does not provide feedback by the date requested, this will be considered as assent.

## Terms of reference for the diploma review committee

1. The diploma review committee is responsible to:
  - the Diploma Programme committee
  - the education committee for the appointment of chief examiners
  
2. The role of the diploma review committee is to ensure the coherence and academic integrity of the individual components of the Diploma Programme. This includes:
  - reviewing and, where appropriate, granting approval to curriculum and assessment developments and related processes within the components of the Diploma Programme structure
  - making recommendations about the application of the process of curriculum review cycle in relation to specific subjects
  - recommending the appointment of senior examiners.
  
3. The membership of the diploma review committee is as shown below, with the power to co-opt from within and from outside as and when necessary
  - chair of the Examining Board (chair)
  - vice chair of the Examining Board
  - assessment director
  - head of Diploma Programme
  - hexagon representatives
  - TOK chief assessor
  - 4 schools representatives (coordinators - one per region)
  - head of programme development division
  
4. The period of tenure of the schools' representatives is two years, renewable for one year upon mutual agreement.  
The period of tenure of other members of the diploma review committee is determined by the period of office in whatever capacity.
  
5. The diploma review committee will normally meet face-to-face **twice** per year.

## **Diploma review committee**

### **Modes of appointment and responsibilities of diploma review committee schools representatives**

1. Schools representatives serving on the Diploma review committee are experienced Diploma Programme coordinators. They are invited by the head of programme following consultation with the regional offices and the chair. It is proposed that the regional offices request applications from interested coordinators recommended by their heads of schools through their regular regional newsletters and the regional pages of the IBO's public website.
2. The names of schools representatives for the current year are listed in the programme's *Coordinator Notes* and on the IBO's public website.
3. In order to allow as large a number of coordinators to contribute to the committee as possible, the term of the coordinators is not renewable by more than one year.
4. Committee members are required to maintain confidentiality regarding all discussions concerning the appointment of senior examiners.

### **Term of office of members of the Examining Board**

1. The chair of the Examining Board (elected according to the terms of the constitution of the IBO Diploma Programme Examining Board) is the chair of the diploma review committee for the duration of his or her term of office.
2. The vice-chair of the Examining Board is the vice-chair of the diploma review committee for the duration of his/her term of office.
3. Should the chair of the Examining Board be unable to attend a meeting, the vice-chair will chair that meeting.
4. The term of office for hexagon representatives is five years, with a possible extension of one year if the diploma review committee recommends that it is in the interest of the group.
5. The change over date for hexagon representatives is the chief examiners meeting. Outgoing hexagon representatives are invited to attend the first day of the Diploma review committee (before the chief examiners meeting). The incoming hexagon representatives are invited to attend the first day of the meeting as observers, and the second day (after the chief examiners meeting) as members. In the absence of a hexagon representative on the first day, his or her replacement will be a member of the committee on that day.

### **Meetings**

1. The diploma review committee meets twice a year, with one meeting scheduled immediately before and immediately after the chief examiners meeting, and the second meeting approximately six months later.
2. Other IBO staff members or invited guests may attend individual meetings or parts of meetings as the agenda dictates.

3. Should the discussion of an item necessitate further consultation, this process will take place between meetings.
4. Travel and accommodation for all committee members are arranged and/or reimbursed by the IBO.
5. A daily meeting fee is paid to non-IBO staff according to the current IBO scale of payment.

### **Minutes of meetings**

1. The timeline for distribution of the minutes should be as follows:
  - the first set of draft, unconfirmed minutes to be sent electronically to the chair, and to the head of the Diploma programme and to the assessment director within three weeks of the meeting
  - feedback to the secretary should be returned within two week and any amendments made
  - the second set of unconfirmed minutes should then be distributed to the rest of the committee for feedback which should be returned to the secretary within two week and any amendments made
  - the third set of unconfirmed minutes should be distributed electronically to the chair and members of the committee for approval within a week
  - the chair should then sign off the minutes as confirmed, to be released on the staff intranet and sent to the chair of the IHRC within eight weeks of the meeting.

Note: If a committee member does not provide feedback by the date requested, this will be considered as assent.

## **Professional development committee**

1. The professional development committee is responsible to:
    - the education committee of the Council of Foundation
  2. The role of the professional development committee is to:
    - make recommendations to the IBO education committee about professional development issues that have an impact on IBO policy, finance, strategic planning and external relations
    - monitor the quality of professional development activities (e.g. face-to-face workshops) by developing appropriate quality assurance frameworks and acting on reports from sub-committees and working groups with specific remits (e.g. review teams commissioned to carry out quality audits related to the quality assurance framework).
    - contribute to the development of the professional development provision by making decisions, where appropriate, concerning
      - the strategic development and management of professional development activities and processes (both face-to-face and online)
      - the training and accreditation/validation of IBO appointed professional development providers
      - the publication of related support and training materials in appropriate formats (e.g. paper, CD-Rom, online)
    - make recommendations to the IBO directors' leadership team regarding management and dissemination of professional development activities
  3. The membership of the professional development committee is as follows:
    - chair (head or principal of an IB World School)
    - one head or principal of an IB World School
    - two schools representatives (from different regions)
    - two experienced workshop leaders (from different regions)
    - one OCC online faculty member
    - four regional staff members involved in professional development activities
    - one representative from the tertiary sector
    - one representative from a partner organization or franchisee
    - head of professional development division
    - head of programme development division
    - academic director
    - the vice-chair of the Examining Board
- NOTE: The appointment of members should take into consideration the need for an appropriate balance of representation from each of the three programmes.
4. The period of tenure of the chair is three calendar years.

The period of tenure for the IB World School head/principal, school representatives, experienced workshop leaders, and online faculty member is two calendar years, renewable for one or two years upon mutual agreement.

The period of tenure of the representatives from the tertiary sector, partner organization/franchisee, is one calendar year, renewable for one or two years upon mutual agreement.

Each of the regional office directors will assign a regional office representative for a period of at least one year, renewable at the discretion of the regional office director.

5. The professional development committee will normally meet face-to-face **once** per year.

## **Professional development committee**

### **Modes of appointment for professional development committee members**

1. The names of professional development committee members for the current year will be listed on the online curriculum centre and the IBO's public website.
2. The chair—distinct from the schools representatives—is appointed by the director general (on the recommendation of the head of professional development and research division following consultation with regional offices). The appointment will be communicated by the director general to the chair of the IHRC. The chair will be a head or principal of an IB World School.
3. The appointment of the chair will rotate between the four IBO regions. The head of professional development and research division, in collaboration with regional and IBCA staff, will propose a rota for the appointment of the chair.
4. The regional offices will invite applications from heads of schools or principals through their regular regional newsletters and the regional pages of the IBO's public website. The committee's secretary will send a reminder to the regional office immediately following the chair's penultimate meeting.
5. The head/principal of an IB World School and schools representatives are appointed to the committee by the head of professional development and research division (following consultation with the regional offices and the chair). It is proposed that the regional offices request applications from interested practitioners through their regular regional newsletters and the regional pages of the IBO's public website.
6. The workshop leaders, online faculty member, representatives from the tertiary sector and partner organization/franchisee are appointed by the head of the professional development and research division, in consultation with IBCA and regional office staff and the chair. They are appointed for a renewable term of one year, according to the priorities outlined for the development of professional development provision in the IBO. The agenda should provide them with the opportunity to make a contribution.

### **Roles of professional development committee members**

1. The work of the professional development committee is organized by the head of professional development and research division. The agenda is discussed with the chair of the committee prior to the meeting. The role of the chair (head or principal of an IB World School) is to ensure appropriate discussion of items within the allotted time, to clarify and summarize the actions and/or recommendations, and to ensure (in conjunction with the head of professional development and research division) that a summary of the meeting is posted on Headnet for the benefit of heads of IB World Schools.
2. The schools representatives will generally be individuals who are involved in decision making regarding professional development within the organizations or schools that they represent. They will be experienced educationalists whose attendance—by virtue of their position—is likely to have a beneficial effect on the development of professional development activities, and on the schools and/or groups they represent. They are expected to provide an experienced school practitioner's point of view in discussions rather than views pooled from other schools in the region.

3. It is expected that the regional staff members prepare for the meetings in collaboration with their regional director. In the discussion of issues, regional staff members are expected to consider the needs of the teachers in their region and be aware of opportunities for collaboration with outside agencies in their region.
4. The workshop leaders should represent more than one IB programme. Wherever possible, at least one of them should have some experience as an in-school trainer as well as a leader in face-to-face workshops.

### **Meetings**

1. Regional and IBCA staff from the professional development division will meet for 1 day before or after the professional development committee meetings.
2. Other IBO (regional and/or IBCA) staff members or invited guests may attend individual meetings or parts of meetings as the agenda dictates.
3. Should the discussion of an item necessitate further consultation, this process should take place between meetings and be organized by IBCA staff or regional staff depending on the recommendation of the committee.
4. Travel and accommodation for all committee members are arranged and/or reimbursed by the IBO.
5. A daily meeting fee is paid to non-IBO staff according to the current IBO scale of payment.
6. It is proposed that professional development committee meetings take place during a set period once a year (yet to be determined) in order to facilitate the planning of other events by IBCA and the regions.

### **Minutes of meetings**

1. The timeline for distribution of the minutes should be as follows:
  - the first set of draft, unconfirmed minutes to be sent electronically to the chair and to the head of the professional development division within three weeks of the meeting
  - feedback to the secretary should be returned within two weeks and any amendments made
  - the second set of unconfirmed minutes should then be distributed to the rest of the committee for feedback which should be returned to the secretary within two weeks and any amendments made
  - the third set of unconfirmed minutes should be distributed electronically to the chair and members of the committee for approval within a week
  - the chair should then sign off the minutes as confirmed, to be released on the staff intranet and headnet and sent to the chair of the IHRC within eight weeks of the meeting.
  - Following electronic confirmation of the minutes, a summary of recommendations and decisions is written and posted on Headnet within one week

Note: If a committee member does not provide feedback by the date requested, this will be considered as assent.

## **Final award committee (FAC)**

The articles refer to the Diploma Programme General Regulations published 16 July 2003.

### **1. Purpose**

- 1.1 The final award committee is the body that formally awards the IB diplomas and certificates on the basis of grades determined by chief examiners, examiners responsible, the chief assessor in Theory of Knowledge, or their nominees. (*Article 17.1*)
- 1.2 The final award committee meets after the last subject grade award for an examination session to:
  - 1.2.1 receive and accept the report from the assessment director on matters relating to the conduct of the session
  - 1.2.2 receive and accept the end of session report from the assessment director on the preceding May or November session
  - 1.2.3 hear the report on those candidates who have not fulfilled the requirements for creativity, action, service (CAS)
  - 1.2.4 consider cases of candidates affected by disability, accident or illness which cannot be processed according to normal procedure
  - 1.2.5 consider cases of unforeseen circumstances affecting individual candidates or groups of candidates, and authorize appropriate action
  - 1.2.6 consider cases of alleged malpractice in respect of the award of diplomas and certificates and authorize appropriate action
  - 1.2.7 consider and approve policy recommendations on assessment arrangements for candidates with special educational needs, and, where appropriate, authorize special arrangements for individual candidates
  - 1.2.8 consider other policy issues which concern the working of the final award committee
  - 1.2.9 make the awards and authorize the release of results.

### **2. Membership**

- 2.1 The membership of the final award committee is as follows:
  - the chair of the Examining Board (chair)
  - vice-chair of the Examining Board
  - at least one and not more than three further members of the Examining Board, excluding its chair and vice-chair, nominated by the chair of the Examining Board
  - IBO director general
  - IBO academic director

- assessment director
  - head of examinations administration
  - secretary to the committee
- 2.2 It is chaired by the chair of the Examining Board (*Article 17.2*) If the chair of the Examining Board is unable to attend a meeting, the vice-chair of the Examining Board will normally take his or her place as the chair of the final award committee.
- 2.3 If neither the chair nor vice-chair of the Examining Board is able to attend a meeting of the final award committee, the chair of the meeting will be a chief examiner, an examiner responsible or the chief assessor, as designated by the chair of the Examining Board.
- 2.4 At the discretion of the chair, the final award committee may invite up to two observers to a meeting (for example, a school principal or a member of IBO staff.)

### **3. Administration and secretarial support**

The head of the examinations administration department provides administrative support for the meeting, including all documentation. The secretary to the final award committee is the manager of the Diploma Programme coordinator help desk

### **4. Rules of procedure**

- 4.1 The final award committee reports to the education committee and operates in accordance with the Diploma Programme General Regulations and Rules for Authorized Schools.
- 4.2 The voting members of final award committee consist of:
- 4.2.1 Chair and vice-chair of the Examining Board
  - 4.2.2 IBO director general, academic director and assessment director
  - 4.2.3 up to three further members of the Examining Board (excluding the chair and vice-chair) whose tenure is not pre-determined but will normally not exceed four examination sessions.
- 4.3 The non-voting members of the final award committee consist of:
- the head of examinations administration
  - the secretary to the final award committee (normally the manager of the coordinator help desk)
  - any observers.
- 4.4 For the committee to be quorate, at least three members of the Examining Board must be present and at least two other voting members who are not from the Examining Board. Decisions shall be taken by the affirmative vote of a majority of members participating in the meeting. In the event of an equality of votes, the chair may exercise a casting vote."
- 4.5 Decisions made by the final award committee, including changes of grade, do not require the authorization of the chief examiner/examiner responsible/chief assessor for the subject.
- 4.6 Decisions of the final award committee are not subject to appeal to another body. (*Article 28*)

4.7 An application for reconsideration of a decision by the final award committee may be presented to the committee in the light of new factual evidence. Any such application must be sent to the IBO within three months of the date of the original decision by the final award committee. (*Article 29*)

**5. Meeting expenses**

Members of the final award committee will be reimbursed for their expenses incurred in connection with meetings.

**30 June 2006**