

## Appendix 9: Centralised Examinations Board Terms of Reference

### Role

1. The Centralised Examinations Board (the “CEB”) is a decision-making body of the Board, from which it derives its authority. It reports to the Education and Training Committee of the Board on matters related to the centralised examinations.

### Membership

2. The CEB shall comprise of at least five members, including:
  - a. The CEB Chair;
  - b. for each subject area, a Chief Examiner and sufficient numbers of Assistant Chief Examiners to enable the CEB to carry out its functions expeditiously; and
  - c. the BSB’s Chief Operating Officer.
3. The Chief Examiners for each subject area and the BSB’s Chief Operating Officer may nominate an alternate to take their place at any meeting which that member is unable to attend.
4. A member of the Board, or the Bar Council or any of its representative committees, may not be a member of the CEB.
5. A member of the CEB may not be appointed as a member of the Advisory Pool of Experts.
6. Appointments to the CEB shall be made in accordance with the Appointments Policy.
7. In the absence of the CEB Chair, or where the CEB Chair has declared an interest for a specific item, the Director General has the discretion to nominate a Chief Examiner to chair the meeting or item where that Chief Examiner’s subject area is not under consideration.
8. All CEB members must complete BSB equality and diversity training within three months of taking up an appointment with the BSB.
9. A person shall cease to be an CEB member if:
  - a. the period for which they were appointed expires (and their appointment is not renewed);
  - b. they resign their membership by notice in writing;
  - c. they become a member of the Bar Council or one of its representative committees;
  - d. they fail to attend meetings with sufficient frequency and regularity to be able to discharge their duties and the CEB or the Board resolves that they should cease to be a member; or
  - e. the Board resolves that they are unfit to remain an CEB member (whether by reason of misconduct or otherwise).

## **Attendees**

10. Only members of the CEB have the right to attend CEB meetings. However, other individuals such as the Director General, senior management, and external advisers may be invited to attend for all or part of any meeting, as and when appropriate. Members of the BSB's Examinations team will be invited to attend all examination boards.

## **Quorum**

11. A quorum must include the CEB Chair, a Chief Examiner for each relevant subject area (or alternate), and the BSB's Chief Operating Officer (or alternate).

## **Frequency**

12. The CEB will meet to form a Final Examination Board after each sitting of the centralised examinations taken during the vocational and pupillage components of Bar Training. The CEB meets at least six times each year for this purpose. Other meetings are scheduled as required.

## **Notice of meetings**

13. Meetings of the CEB will be scheduled by the BSB to ensure the timely exercise of the functions of the CEB. CEB members will receive information and any papers in a timely manner to enable full and proper consideration to be given to the issues.

## **Minutes of meetings**

14. Minutes shall be recorded for the proceedings and decisions of all CEB meetings, including recording the names of those present and in attendance.

## **Responsibilities**

15. Paying due regard to all relevant statutory, regulatory and best practice requirements, the CEB will carry out the following duties below for the BSB:
  - a. to oversee all aspects of testing by assessment, examination or otherwise of students, transferring qualified lawyers and pupil barristers in the subject areas centrally assessed by the BSB (Professional Ethics, Civil Litigation, and Criminal Litigation); and
  - b. to convene, and regulate the procedure of, the Final Examination Board and Subject Examination Boards, as the CEB considers necessary to enable it to discharge any of its functions.

## **Reporting responsibilities**

16. The CEB Chair will report to the Education and Training Committee on its proceedings at least annually on all matters within its duties and responsibilities, but more often if required.
17. The CEB will make whatever recommendations to the Education and Training Committee and the Board it deems appropriate on any area within its remit where action or improvement is needed.

**Reviewed:  
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