

Registration Authority

The Royal Charter requires the establishment of a Registration Authority, a committee responsible for recommending to Council: the development and application of criteria for admission to the Register of Chartered Educational Assessors.

The Royal Charter makes provision that members of the Registration Authority are to be appointed by the Board of Trustees on an annual basis. The Board of Trustees has agreed that:

- The Registration Authority should comprise of the Chairs of the Governance, Membership, Communications and Training Advisory Groups and have a nominated Chair.
- The Registration Authority should meet as often as agreed by Trustees but at least once per year.
- The Registration Authority can co-opt members of the CIEA with relevant knowledge or specialist skills. Co-opted members should be subject to approval by the Board of Trustees.
- The Chair of the Registration Authority will be expected to keep Trustees informed and prepare proposals to be put to the Board of Trustees, ahead of meetings, for considering the approval of recommendations put forward by the Registration Authority.

Key purpose

To recommend to the Board of Trustees the development and application of criteria for admission to the Register of Chartered Educational Assessors.

Key responsibilities

The Registration Authority will be expected to:

- Prepare and present to the Board of Trustees criteria for qualification for the Register of Chartered Educational Assessors based on:
 - Initial graduate qualifications
 - Experience
 - Current practice
 - Commitment to undertake continuing professional development and abide by a code of professional conduct.

- Liaise with the appropriate members of staff at the UH

The Chair of the Registration Authority will be responsible for ensuring these activities are undertaken.

Scope

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The Registration Authority shall support the Board of Trustees in fulfilling its duty from time to time determine and publish requirements for continuing professional development by voting members of the Institute. The Registration Authority shall undertake tasks related to registration activities that shall be agreed upon by the Chair and trustees, and shall include, but not be limited to:

1. Registration matters

- Determine and keep under review a set of criteria required for qualification to the Register of Chartered Educational Assessors
- Keep under review the process and procedures for application and acceptance to the Register of Chartered Educational Assessors
- Ensure the Board of Trustees receives guidance on matters relating to Registration.

2. Register of Chartered Assessors

- Keep under review the Register of Chartered Assessors
- Ensure the Register is maintained and kept up to date
- Monitor the impact of the Register on the promotion of the CIEA and member activity

3. Contractual Issues

- Keep under review the impact of the administration of Register on working of the UH/CIEA 'Services Agreement'

4. Risks

- The Registration Authority is responsible for overseeing any reputational or other risks pertaining to the Register of Chartered Educational Assessors.

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