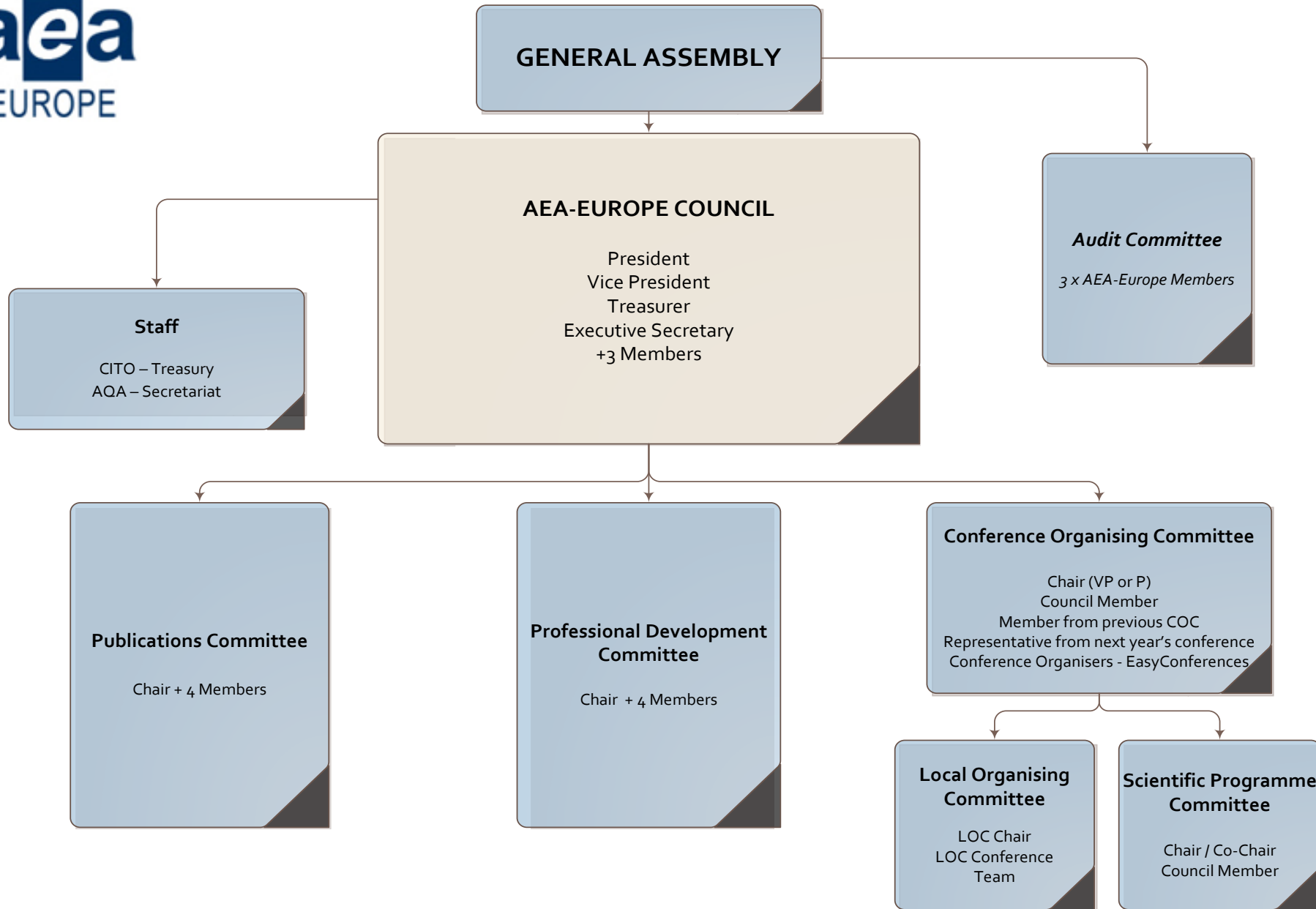




**ASSOCIATION FOR EDUCATIONAL
ASSESSMENT IN EUROPE**

**POLICY & PROCEDURE
INFORMATION**



Lengths of terms for Council Member roles

Length of terms for roles:

- The Council consists of seven persons: one President, one Vice President, one Executive Secretary and one Treasurer (The Officers) and three other members (Non-Officers). The Executive Secretary and the Treasurer shall be from the corporate membership. All members of the Council shall be named individuals.
- The Vice President (President Elect) will serve one term (2 years) in that position and subsequently one term (2 years) as President.
- The Treasurer and Executive Secretary will serve terms of office of four years. There is no limit to the number of terms that they can hold. A proposal to serve for a second term will be ratified by the General Assembly at the end of the first term. After the end of two terms of office, invitations for nominations for the posts will be sent out at the end of each subsequent term. If alternative nominations are received then an election will take place.
- Each of the Officers will serve a two (2) year term. The President and Vice President may serve a maximum of two consecutive terms (in total four years maximum) one term as Vice President and one term as President.
- The Non-Officers shall serve for a four (4) year term. They may serve a maximum of two consecutive terms (in total eight years maximum).

Role and Responsibilities of the Council Members

Role and responsibilities of President and Vice President

- Assist the President in directing the strategy for the Association
- Familiar him/herself with the role and responsibilities of the President
- Assist in producing the Business Plan for the Association
- Help plan and participate in Council meetings
- Ensure that the Association's business is conducted effectively and efficiently
- Participate in the production of the Annual Report
- Act as Chair or member of the Conference Organising Committee or Scientific Programme Committee for Annual Conferences (as required)
- Liaise and work with Chairs of Committees
- Collaborate with the President on production of agendas, Council and General Assembly meetings
- In agreement with the President and the Council develop policies. In the cases where policies have influences on or follow from the constitution, present these to the membership through the medium of the General Assembly for agreement with the membership
- Liaise and work with future conference organisers toward a healthy bid.
- Attend the Annual Conference, giving speeches and assisting with their effective running, as required
- Act as an Ambassador for the Association, making links with assessment organisations and individuals internationally in line with the strategic plan

Role and responsibilities of the Treasurer

- Collect the monies due to the Association and keep the relevant accounts, as well as drawing up the requisite interim and annual financial statements;
- Make payments authorised by the President in compliance with this constitution;
- Deposit all monies collected on the Association's behalf at a reputable banking establishment;
- Transmit any information requested by the Council, by word of mouth or in writing;
- Examine and report on accounts rendered by those in charge of the Association's finances;
- Be responsible for the activities and finances of the Association's Treasury;
- Supply financial data for overall planning of activities and for the drafting of the Council annual report;
- Issue banking cheques and other documents relating to the Association's financial affairs;

- Organise and keep up-to-date the Association's accounts, for which purpose the Treasurer may request any material deemed necessary for the efficient performance of the work;
- Prepare the annual budget, when necessary, together with the President, for discussion by the Council and approval annually by the General Assembly; such in compliance with the paragraphs 2, 3 and 4 of this article.
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Role and responsibilities of the Secretariat

- The Executive Secretary and will be responsible for supporting the Council and the Committees in the delivery of their responsibilities.
- Communicate with members
- Keep the website up to date with content provided by the Council, the Committees and other sources as appropriate;
- Supporting the organisation of the annual conference via the Conference Organising Committee;
- Creating and updating Association policies

Role and responsibilities of council members

- Work with other Council members to develop the strategy for the Association
- As a Council member contribute to the development and implementation, the Business Plan and budget for the Association
- Attend and play an active role in Council meetings
- Ensure that the Association's business is conducted effectively and efficiently
- Contribute to the production of the Annual Report
- Take part in/chair committees of the Association (as required) to further the work of the Association
- Undertake Association work, as required to progress the work of the Association
- Agree policies as a Council member
- Attend Council meetings
- Attend the Annual Conference, chair sessions and assist with their effective running, as required
- Act as an Ambassador for the Association, making links with assessment organisations and individuals internationally in line with the strategic plan

Procedures for nominations and elections

- Current President to send Call for Nominations to request applications for the vacant positions in advance of an election via email to Members.
- Ask nominations to be sent to the AEA Secretariat, by replying to the email, by a deadline date. Each nomination must submit a short biography and statement (no more than 300 words) setting out why nominees are seeking election and a supporting statement from your employer/a colleague who is willing to support the candidationship.
- Nominations may come from either individual or corporate members.
- The biographies and statements of each candidate will be circulated to all members, who will be asked to cast their votes by a stated time via a survey monkey voting system.
- The person who receives the most number of votes is elected.
- Announce the winner via email and on the website.

Timetable (example)

Call for nominations	Beginning of February
Reminder	Mid February
Close of nominations	Beginning of March
Start of vote	Early March
Reminder	Mid-March
Close of voting	End of March
Announcement of winner	Mid-April

Terms of Reference for all Committees

Professional Development Committee

- Members of the Professional Development Committee (PDC) are appointed by the Council for a four year period. The committee consists of 4-5 persons: a Chair (one of the members of the Council) and four others.
- Available seats in the PDC are announced to the members of AEA-Europe, and a short application including motivation for seeking the position and a brief CV is requested. The Council appoints new members for a period of four years. A member can serve for two consecutive periods (maximum for 8 years)
- The PDC have one physical meeting on the Wednesday before the yearly conference. In addition Skype meetings are organised throughout the year
- The PDC have the following responsibilities:
 - To promote, develop and organize reviews for the accreditation of Associates, Practitioners and Fellows
 - To promote, announce and organize the review/voting process for the Association's prizes (Kathleen Tattersall New Researcher Award and the Poster Award)
 - To further develop and organize the Doctoral Network and the network of accredited members, including events at the yearly conferences
 - To promote, review and further develop The European Framework of Standards for Educational Assessment
 - To consider new and innovative professional development activities for members of the Association

Publications Committee

- Members of the Publications Committee (PC) are appointed by the Council for a four year period. The committee consists of 4-5 persons: a Chair (one of the members of the Council) and four others.
- Available seats in the PC are announced to the members of AEA-Europe, and a short application including motivation for seeking the position and a brief CV is requested. The Council appoints new members for a period of four years. A member can serve for two consecutive periods (maximum 8 years)
- The PC have one physical meeting on the Wednesday before the yearly conference. In addition Skype meetings are organised throughout the year

The Publication Committee's role is to set and maintain a professional communication flow amongst members and possible future members, throughout the year. Planned work includes the following:

- Enhancing approaches to communication, for the associations members, including more regular use of E - newsletter and social media channels. This also includes the updating of the website to facilitate a more integrated communication approach.
- Establishing one of more Special Interest Groups – starting with e-assessment
- Putting in place a process for members to propose new Special Interest Groups
- Develop a strategy to increase membership of the Association

Conference Organising Committee

The Conference Organising Committee may choose to have an additional Local Organising Committee. The Conference Organising Committee will be established once the Council has accepted a proposal from a Local Host to go ahead to the budgeting stage. This should be two years prior to the conference. Membership of these committees will be recognised on the AEA-Europe website and in the Conference Programme

Scientific Programme Committee

The Scientific Programme Committee arranges all matters relating to the production of the conference presentations and preparation of the Conference Programme. The Scientific Programme Committee should be established 18 months before the conference. Their first tasks will be to draft the conference theme and to secure at least one keynote speaker in advance of the conference in the prior year, so that this information can be used in the announcement at the prior year's conference and in subsequent marketing materials.

Audit Committee

An Audit Committee will examine the financial statements provided by the Treasurer and provide assurances to the General Assembly as to their being a true and fair account.

Monthly Planner

November (*At the conference*)

- Run the conference
- Audit Committee meeting before General Assembly
- General Assembly
- Face to face PDC meeting
- Face to face PC meeting
- Council meeting after the conference – issues from the GA, wash-up and debrief

November (*After the conference*)

- Email to thank people: keynote, sponsors, workshop, local hosts from the PR
- Email to thank all presenters (PR or chair of the SPC) and ask for presentations
- Send out evaluation questionnaire as soon as possible after the conference giving two weeks to complete - EasyConferences
- Start organisation for the next conference: by December 1st, launch the website with dates, theme, venue etc.

December

- Collection of the PowerPoint presentations to put on website
- Ask local organizer to finalize their account by 15th December ready for council meeting in January
- Evaluation of the conference: questionnaire online and lessons learned report
- E-Christmas cards to all members and sponsors, IEA, Council members

January

- Contact Keynotes and complete the call for submissions for the next conference (SPC)
- To set up Submission System (SPC)
- N+2&3 conferences – send initial email and expression of interest by March/April (SC)
- To prepare call for the KT New Researcher Award (PDC)
- Face to face Council meeting: main topic: evaluating the conference and responsibilities of Council members (PR + SC)
- New Year message – add link to website, FB page, newsletter information, next conference video-clip etc. (PR)
- First LOC/COC SKYPE

February

- Beginning of February – send call for submissions - presentation, poster and workshop proposals opens
- Approx. 20th February - call for KT New Researcher Award opens
- Approx. 28th February - deadline for workshops proposals
- Treasurer sends member subscriptions out
- Newsletter call for contributions
- Remind people of Participation Fund
- Contact sponsors
- Update Conference Handbook, Policy & Procedure document and Monthly Planner

- Send request for reviewers (SPC)

March

- Council Skype meeting
- LOC/COC SKYPE meeting to prepare April visit of PR and N+1 team and Council meeting in May
- Treasurer makes adjustments to the business plan and consolidation of the accounts
- Approx. 10th March – deadline for workshop proposals
- Detailed bids by end of March for n+2
- Send reminders for submissions and NRA applications

April

- 30th April - submission deadline for open paper, discussion group and poster presentations
- 30th April - submission deadline for KT New Researcher Award
- Formal visit from the PR and/or VP to N+1 conference to sign contract/agreement
- Agree venue, theme, keynotes and format for Year N+1
- Send email reminding members of the Participation Fund facility.

May

- Face to face Council meeting at conference venue
- Decide new conference hosts Year N+2&3
- Decide on the shadow SPC – form group and explain to council members at meeting.
- Send submitted papers to reviewers (SPC)

June

- Mid-June - notification of acceptance and rejection for pre-conference workshops
- Council SKYPE meeting

July

- Beginning July - registration opens
- Notification of acceptance and rejection for proposals (open paper, discussion group and poster presentations)
- Mid July - Kathleen Tattersall New Researcher Award Winner announced
- SPC to put together outline programme ready for September council meeting to discuss.

August

- Member of LOC/COC to visit year N conference hotel and write a location report to feedback to the Council
- LOC/COC SKYPE meeting
- Council members prepare for Annual Report

September

- Complete programme and put on website
- Face to face Council meeting
- Finalise Annual Report (with Committees and Treasurer)
- First week of September - deadline for presenters to register

- Mid-September - close Early Bird Rate
- Prepare GA agenda
- Launch mobile app
- Last applications for accreditation and certificates to be ready for conference
- Report on theme and keynotes ready for Year N+1 conference and any new formats
- Draft call for submissions – new ideas
- Discuss possible new meeting formats for the following year's conference

October

- Mid-October - closing conference registration
- Mid October - Council Skype meeting
- Treasurer contacts the Audit Committee
- Final LOC/COC SKYPE meeting

AEA-Europe Participation Fund

Previously, AEA-Europe ran a scheme, funded through voluntary contributions from members over and above the annual membership fee, to support attendance at the annual conference for those for whom the costs of attending would otherwise be prohibitive.

Following the successful 2016 conference in Limassol, the organisation is in good financial health. Council has therefore decided to make provision of €5,000 to fund a similar scheme going forward. This fund will be known as the **Participation Fund**.

The Participation Fund will be effective for the 2017 annual conference in Prague. Where cost is a real barrier to a member's being able to attend the conference, he or she may make an application to the Council to have a part of the costs covered by the Association. The application should detail:

- the member's current role and contribution to assessment development within Europe
- where any part of the costs can be covered from and which costs would be needed from the Association
- how the lessons learned from attendance at the conference would be used to improve assessment provision in Europe
- whether the member has had a presentation or a poster accepted for the upcoming conference.

As well as being open to members of the association, the Fund will be open to applications from teachers or other educational professionals from the country in which the annual conference is being held.

All applications for assistance from the Participation Fund must be submitted to admin@aea-europe.net by 31st July of each calendar year. The Council will consider all applications received by that date and inform applicants of the outcomes as soon as possible thereafter.

In deciding on each case, the Council will consider whether:

- the applicant or their organisation would not otherwise be able to attend;
- other sources of funding have been sought;
- the applicant has sufficient background knowledge of assessment issues to participate in conference and benefit from it;
- the applicant will make arrangements to disseminate to others in their own country; and
- the applicant is in a position in their country to assist in the development of the assessment system or its reform .

An email reminder will be sent out in March of each year reminding people that this facility is available.

Privacy / Image Rights

Privacy Policy

AEA Europe places great importance on the privacy of all members and conference attendees. We wish to handle personal data with great care. This document tells you how we achieve this before, during and after our conferences.

Handling personal data

The personal data you provide subscribing for the conference are processed by a third party that lives up to all the rules from privacy legislation. This means amongst others that your personal data will not be shared with any other party and will not be kept longer than necessary. An adequate level of security is maintained while processing personal data to prevent disallowed access, adjustment, loss or publication of personal data.

Subscription

Based on the conference subscriptions a list with e-mail addresses is generated. This list is used for confirmation purposes and for asking attendees to review the conference once it is held. This list will also be used to send you information about the next conference. Should you not wish to receive this last e-mail, then please let us know by sending a message to admin@aea-europe.net.

All other personal data will be deleted when the conference has ended.

List of attendees

During the conference a list with attendees will be available. This list contains the first name and surname of each attendee, email address, and affiliation. This list of attendees will be provided shortly before the conference. It will not be shared through other channels and will not be shared with third parties. If you wish not to be included on the attendance list please let us know by sending a message to admin@aea-europe.net.

Survey

Shortly after the conference has ended, an electronic survey will be held. This survey will be held in a protected web environment. Your e-mail address will be used to invite you to participate. Other personal data are not used and participation is of course voluntary and can be anonymous.

Photography, film and vlogs

During the conference the organisation will take photographs and film for publicity purposes. We reserve the right of publishing these photographs and films during or after the conference through communication channels like our website, Facebook, Twitter and LinkedIn. The material will not be used for any other purpose. If you can be recognized in this material, explicit permission will be

asked. Should you not wish having specific material used in this way, please let us know by sending a message to admin@aea-europe.net.

More information

AEA-Europe wishes to be as transparent as possible about the way we handle personal data while organizing our conferences. If you have a specific question about how we guarantee your privacy, please let us know by sending a message to admin@aea-europe.net.

Membership

The Association has three categories of members:

- Corporate members; Corporate members shall be European organisations in which educational assessment is a primary function
- Individual members; Individual members shall be individuals with a professional interest in educational assessment
- Student members; Student members shall be studying for a Phd in an assessment-related discipline
- Honorary members; Honorary of Lifetime members pay no annual membership fee and consist of all previous Presidents of the Association

Membership Benefits:

All

- Reduced conference fees
- Access to members area of website
- Eligible to vote in elections of Council members
- Member of the General Assembly
- Opportunity to contribute to the newsletter
- Opportunity to apply for accreditation
- Opportunity to join SIG's

Corporate

- Opportunity to host a conference
- If 10 or more colleagues attend the conference the annual membership fee is better value
- Opportunity of active role in the Council as Secretariat or Treasurer

Student

- Reduced annual membership fee

Setting membership and conference fees: writing off debtors:

Sponsorship of the Conference

AEA-Europe has a variety of sponsorship opportunities at the AEA-Europe conference each year and is a great way of raising the profile of an organisation with a large number of assessment bodies from across Europe attending. Each sponsored item is entitled to various types of promotion, eg, logo associated with event in all publications and on the AEA website, being named and identified as the sponsor of the event, 1 complimentary conference bag insert, mention in welcome address and company logo on the back of the conference programme.

Examples:

- Welcome Reception: Cost: €1750
- Social Event (Thursday evening) Cost: €1200
- Gala Dinner Cost: €1750
- Poster Award (at cost)
- Pre-Conference Workshops Cost: €1500
- Plenary and Breakout Refreshment Area Cost: €1500
- Kathleen Tattersall New Researcher Award Cost: €500
- Conference Bag Cost: €2000 plus cost of the bag
- Lanyards: Cost: €750 plus the cost of the lanyard
- Pen and Paper Cost: €500 plus the cost of the pen & paper
- Exhibition Stand Cost: €550
- Flyer in delegate bags Cost: €200
- Conference App Cost: €1bc

Accreditation

How it works

The AEA-Europe accreditation scheme has three levels: Associate, Practitioner and Fellow.

To apply applications must be sent to the secretariat at admin@aea-europe.net.

Applying for AEA-Europe accreditation as Fellow, Practitioner or Associate

If you have not yet benefited from AEA-Europe accreditation as a Fellow, Practitioner or Associate then maybe this year you should think about applying. This possibility is open only to individual members of the Association and employees of corporate members. If you represent a corporate member then do encourage anyone in your organisation who might be interested in accreditation to apply. Application requires a little effort, but the effort will be worth making to achieve formal recognition as an assessment professional.

There is no longer a deadline for accreditation application, but applications received before the end of August will be processed in time for successful applicants to be presented with their certificates during the Annual Conference in November. Later applications will be dealt with as they arrive, but the evaluation process might not be finished in time for the conference award ceremony in the current year.

AEA-Europe Expenses Policy

Expenses may be claimed by members of the Association when they are on business for AEA-Europe. This is likely to be predominantly attendance at Council or Committee meetings, or meetings related to upcoming conferences. Each year the Council will agree numbers of meetings for the Council and Committees (including the Conference Organising Committee), and agree budgets to be delegated to the Chair of each Committee. All other expenses incurred on the Association's behalf must be approved in advance in writing by the President of the Association. Expenses occurred in the pursuance of all Association activities must comply with the guidelines below.

Expenses Guidelines

Travel by Public Transport

Where train or bus/coach is used, standard class travel will be reimbursed.

Use of Taxis

A taxi can be used to travel from an airport or a train station to a meeting venue if no reasonable alternative form of transport is available.

Travel by Car

Travel for AEA-Europe should be made by public transport where possible. If a personal car is used then it should be appropriately insured. Petrol can be claimed at 0.3 Euros per kilometre.

Reasonable parking expenses can be claimed with a valid receipt.

Travel by Air

For travel by air, the lowest available fare should be obtained for the journey that is compatible with the scheduled times of the meeting to be attended. This is normally expected to be the lowest cost, reasonable flight.

Please note: for all travel expenses, where the meeting coincides with the annual conference we would not expect travel expenses to be claimed.

Accommodation

Reasonably priced accommodation should be sought wherever possible. For guidance, it is expected that hotel fees will not be more than 100 Euros per night, except in capital cities where fees of up to 150 Euros may be claimed. Where it is not possible to obtain fees lower than this then authorisation should be obtained in advance from the Chair of the relevant Committee, or the President for other expenses.

It is expected that one night's accommodation will be sufficient for most meetings, generally the night before the meeting. Where the meeting coincides with the conference, it is hoped that the meeting will be scheduled within the conference days, in which case hotel fees will not be reimbursed. If it is not possible to arrange the meeting during the conference itself, then it should be arranged for the day before or at the end of the conference. Up to one night's accommodation can be claimed with prior approval.

Subsistence

Reasonable expense claims for subsistence will be reimbursed. Money spent on alcohol is non-refundable. The following subsistence levels have been set as a guide:

Breakfast (when journey begins before 7.30 am)	15 Euros
Lunch	15 Euros
Dinner	30 Euros

Claiming for Expenses

Claims for expenses should be made using the appropriate form (attached as Appendix) with all receipts attached. Claims should be made within 30 days of the expense being incurred. The expenses will be reimbursed in the appropriate currency (claims can be made in local currency but will be processed in Euros). If it is necessary to use currency exchange rates, then the current daily rate as specified by AEA-Europe's bank account will be used. Claims without supporting receipts will not generally be reimbursed. Completed forms and receipts should be sent to the Chair of the relevant Committee for approval and then to the Treasurer for payment. Expense claims will usually be processed and reimbursed within 30 days.

Preparation of financial statements and audit arrangements

Prepare the annual budget, when necessary, together with the President, for discussion by the Council and approval annually by the General Assembly.

Audit Committee

An Audit Committee will examine the financial statements provided by the Treasurer and provide assurances to the General Assembly as to their being a true and fair account.