



BCS (British Computer Society) Quality Assurance Procedure

Audience: Parents/Staff/Governors

Status: Recommended by BCS

Date of Governor Approval:

Frequency of Review: Annually

Post Holder responsible for Review: Headteacher

Recommended Associated documents:

- BCS Malpractice & Maladministration Policy
- BCS Reasonable Adjustments and Special Consideration Policy
- BCS Appeals Procedure

Date of Review	5.7.16
Date of Next Review	May 2017

Kingsmead School - BCS Quality Assurance Procedure

This procedure relates to the delivery of the BCS ECDL qualification at Kingsmead School. It is the responsibility of the Centre Manager and will be updated annually or when required. The procedure is published on the School website so that it may be accessed by students.

- Kingsmead School is committed to Quality Assurance and believes it is an integral part of the School's processes.
- The focus of the School is on students with the provision of relevant and flexible quality training programmes and assessment to suit their needs and lifestyles.
- The provision is regularly monitored and reviewed by the Head of Centre.
- All staff involved in the administration and/or assessment of qualifications will have undergone relevant training to their role.
- All new invigilators will be observed during their first test session and annually thereafter to ensure assessment regulations are being followed.
- Existing invigilators will be observed conducting an assessment at least once a year.
- Information from the awarding body is disseminated to all members of staff involved in the delivery of qualifications.
- Kingsmead School's policy for Equal Opportunities is followed and monitored.