



Business & Computing Examinations (BCE)

LONDON (UK)

Standardisation Meeting Schedule

9h30 – 10h00	Introduction - Welcoming delegates	
10h00 – 10h30	BCE Qualifications	
	<ul style="list-style-type: none"> • Uniqueness of Units/Qualifications Levels • Performance Standards • Structure of Qualification Levels Examination questions 	<ul style="list-style-type: none"> • Examination Proficiency Levels • Similar / Identical Units • BCE quality service dimensions
10h30 – 11h00	BCE Assessment Policies	
	<ul style="list-style-type: none"> • P001a Assessment Policy • P001b Examination Regulation Policy • P002 Reasonable Adjustment & Special Consideration • P004 Appeals Policy • P008 Certification Policy • P013 Conflict of Interests Policy • P018 Quality Management Policy 	<ul style="list-style-type: none"> • P019 Verification & Authentication Policy • P020 Learning and Assessment Design Policy • P021 Assessment Quality Assurance Policy • P022 Standardisation Policy • P028 Exemption Policy • P029 Maladministration and Malpractice Policy
11h00 – 11h30	Tea Break	
11h30 -13h00	Assessment Panel Activities	
		Terms of Reference
	<ul style="list-style-type: none"> ○ Assessment Panel Roles and Responsibilities ○ Assessment Panel Code of Practice ○ Assessment Completion Dates 	
		Assessment Panel Documentation
	<ul style="list-style-type: none"> ○ Exam Timetable ○ Assessment Calendar ○ Exam Marking Scheme ○ External Verifier quality assurance process; including External Verifier Report Form ○ BCE Delivery of Assessment 	<ul style="list-style-type: none"> ○ Assessment Management Principles <ul style="list-style-type: none"> ▪ Exam questions management review ▪ Assessment management evaluation ○ Exam Setter/Reviser/Scrutiniser Reports <ul style="list-style-type: none"> ▪ Exam Questions Validity Criteria Template ▪ Reviser/Scrutiniser Exam Questions Review
		Sample Marking
	<ul style="list-style-type: none"> ○ Marking Scheme ○ Marking Sample Papers ○ Consulting Chief Examinations Officer 	<ul style="list-style-type: none"> ○ Correct approach and administration of assessment ○ Fair, reliable and accurate assessment activities
13h00 – 14h00	Lunch Break	
14h00 – 16h30	<ul style="list-style-type: none"> ▪ Past Chief Examinations Officer and External Verifiers' Reports ▪ Assessment Feedback from Centres ▪ Questions 	