Business & Computing Examinations (BCE)
LONDON (UK)

List of BCE Forms

Form No.	Title	Description
Candidate Assessment Forms		
CAF001	Candidate Examination Registration	BCE Form to be completed by all candidates sitting for BCE Examinations for the first time.
CAF002	Candidate Examination Re-sit Registration	BCE Form to be completed by all candidates who once sat for the same Qualification before i.e. re-sitting for failed units.
CAF003	Enquiry on Results Appeal	BCE Form to be completed by candidates who are not satisfied with their exam results.
CAF004	Certificate Replacement	BCE Form to be completed by candidates who lost or have spelling mistakes on their Qualification Result Slip/Certificate.
CAF005	Application for Reasonable Adjustment	BCE Form to be completed by candidates who have a physical or mental impairment that is likely to last for more than one year. Evidence must be provided which should ideally include medical reports.
CAF006	Application for Special Consideration	BCE Form to be completed by candidates who have a physical or mental impairment that is likely to last for less than one year. Evidence must be provided, which should ideally include medical reports. Examples of temporary disability include broken limbs, mental impairment, long-term sickness, or recovery from a serious operation. Special Consideration includes situations that could not have been foreseen, such as temporary illness, indisposition or injury.
CAF007	Reasonable Adjustment / Special Consideration Report	BCE Form to be completed by Centre Management supporting candidates applying for Reasonable Adjustment and/or Special Consideration.
CAF008	Application for Exemption (Prior Achievement)	BCE Form to be completed by candidates who qualify for exemption from parts of Qualification they are undertaking.
Centre Management Forms		
CMF001	Centre Approval Application	BCE Form to be completed by Centres applying for approval to run BCE qualifications.
CMF002	Centre Terms and Conditions	BCE Form to be completed by Centres declaring agreement to abide by BCE rules, regulations, policies and procedures.
CMF003	Learner Study Materials Order	BCE Form to be completed by Centres when ordering learner study materials
CMF004	Centre Candidate Exam Number Request	BCE Excel spreadsheet template to be completed by Centres requesting Candidate Exam Numbers for candidates undertaking BCE summative assessment.
CMF005	End-of- Programme Questionnaire	BCE Form to be completed by Centre tutors and learners on feedback of assessment rating of BCE Qualifications.
CMF006	Centre Annual Report	BCE Form to be completed by Centre Management annually on (i) Curriculum Effectiveness (ii) Centre Capacity for Quality (iii) BCE Student Manual Handbooks conformance to syllabus (iv) Centre Action Plans.
CMF007	Centre Appeal	BCE Form to be completed by centres who have been sanctioned, suspended or have their approval withdrawn for malpractice or breach of BCE regulations.
CMF008	Centre Class Visits	Centre Form to assist in assessing class visits
CMF009	Suspected Malpractice	BCE Form to be completed by Centre staff or learner on allegations or incidents of malpractice/maladministration.
CMF010	Examination Invigilation Comments	BCE Form to be completed by Centre staff on issues encountered during invigilation process.
CMF011	Centre Incident Report	BCE Form to be completed by Centre staff on major incidents affecting centre operations.

CMF012	BCE Membership Registration	BCE Form to be completed by candidates who completed a BCE qualification and interested to be recognised as BCE Associate, Member or Fellow member group.
CMF013	Examinations Answer-sheet	BCE Examination Answer-sheet used by candidates when answering all BCE written assessment.
	Programme Withdrawal / Introductory	
CMF014a	Programme Withdrawal Notification	BCE Form used to advise Centres on units/qualifications withdrawal timescale.
CMF014b	Programme Introductory Notification	BCE Form used to advise Centres on new units/qualifications introduction timescale.
CMF015	BCE Training Evaluation	BCE Form used to measure and evaluate level of participants' satisfaction.
CMF016	Learner Registers	BCE document used to record Centre learner attendance and qualifications registered.
CMF017	BCE Centre Visit Quality Assurance	BCE Form used by Quality Assurance Responsible Person to assess Approved Centre standards across all components.
BCE Internal Template Forms		
ITF001	Board of Advisors Self Assessment	BCE's Board of Advisors' Self Assessment Form to be completed annually by the Advisory Board members.
ITF002	Statement of Private Interests	BCE declaration of conflict of interest Form to be completed by all senior officers.
	Performance Management	
ITF003a	Performance Review	BCE Performance Review Form used by staff to provide evidence on their performance.
ITF003b	Performance Development Plan	BCE Form to be completed by line managers to review each staff's progress on the overall organisational goals and objectives.
	Recruitment and Employment Documents	
ITF004a	BCE Staff Appointment	BCE Form to be completed by each staff member on employment offer.
ITF004b	Reference Request	BCE Form to be completed by referees when BCE requests a reference.
ITF004c	BCE Staff Selection	BCE Form listing factors used to assess shortlisted potential interviewed candidates.
ITF004d	BCE Job Specification	Describes the knowledge, skills, education, experience, and abilities essential to performing a particular job.
	Management Logs	
ITF005a	Risk Management Log	BCE risk database log used to record Risk Group, Risk Category, Risk Level and Contingency Plans. The risk log is reviewed annually.
ITF005b	Contingency Management Log	BCE Excel spreadsheet used to record major incidents that occurred each year and actions taken.
ITF005c	Business Qualifications Log / Computing Qualifications Log	Used to record resources, number of learners, learners who sat examinations, Programme Design & Review Panel comments /recommendations and Centre Review comments/recommendations for the different BCE Business and Computing Qualifications.
ITF005d	Adverse Events Notification Matrix	Document used to monitor the safety of BCE activities, including assessment materials or change of control, to contribute to a better understanding of their possible undesirable effects when there is cause to believe that an event has occurred or likely to occur which could have an Adverse Effect.
ITF006	Complaints Management Tracking Sheet	BCE spreadsheet used to record investigations/resolutions on complaints received. This document is reviewed annually and helps in reviewing/implementing BCE policies and procedures.
ITF007	Marketing Plan Schedule	A document which lists a schedule of key marketing tasks.

	Action Plans	
ITF08a	Assessment	BCE implementation of assessment recommendations from standardisation meeting, Chief Examinations Officer and/or External Verifier reports.
ITF08b	Strategic Goals	BCE Annual Strategic objectives, tasks/activities and timeline.
ITF08c	Performance Objectives	BCE measurable objectives, action, targets and time frames.
ITF08d	Appeals	BCE document used monitor the implementation of the Appeals process, milestones set for completing associated tasks, and the consideration outcomes.
ITF08e	Meetings/Annual Reviews	BCE document used to record dates and agenda (meetings) or key performance indicators (Annual Reviews)
ITF09a	Programme Withdrawal/Introductory Timeline	BCE internal form used to record unit/qualification Withdrawal/Introductory proposals and Centre notification dates.
ITF09b	Qualification Pilot Programme Evaluation Report	Feedback and review of BCE Pilot Programmes.
ITF10	BCE Centre Assessment Tracking Report	BCE Form used to record centre number of learners; centre compliant on registers; end of chapter questions; projects, exam questions and exam result dispatch dates.
ITF011	BCE Centre Training & Supervision Tracking Report	BCE Form used to record centre approval, training, accreditation report dates, planned visits, supervision level and learner complaints.
	BCE Assessment Forms	
BAF001	Examination Fees	Document which highlights BCE examination fees for all qualifications.
BAF002a	Computing Qualifications Examination Timetable	Documents which highlight annual Exam Timetable for the April, August and December assessment windows.
BAF002b	Business Qualifications Examination Timetable	
BAF003	Assessment Calendar	Internal document which highlights all BCE major activity dates for the whole year.
BAF004	Exam Marking Scheme	Document used by assessors to declare conflict of interests and comment on candidate assessment, justifying actions taken when marking each question.
BAF005	External Verifier Report	BCE Form used by the External Verifier highlighting evidence viewed, comment on good practices and/or weaknesses.
	Exam Setter, Reviser / Scrutiniser Reports	
BAF006a	Examination Questions Validity Criteria	Document which helps exam setters ensure examination question papers reflect the aims, objectives and content of the syllabus.
BAF006b	Reviser/Scrutiniser Examination Questions Review	Document which helps Revisers/Scrutinisers review and amend examination questions to ensure quality and validity.
BAF007	Standardisation Meeting Schedule	Moderation schedule used to quality assure BCE assessment process to guarantee validity, consistency and conformance.
BAF008	Certification/Membership Tracking Sheet	Internal document used to record original, replacement Certificates issued; including other information i.e. Certificates cancelled or deemed invalid and membership scheme records.