



Business & Computing Examinations (BCE)

LONDON (UK)

List of BCE Forms

Form No.	Title	Description
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CMF007	Centre Appeal	BCE Form to be completed by centres who have been sanctioned, suspended or have their approval withdrawn for malpractice or breach of BCE regulations.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.
CMF014a	Programme Withdrawal / Introductory 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.