



Business & Computing Examinations (BCE)

LONDON (UK)

List of BCE Forms

Form No.	Title	Description
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.
ITF003a	Performance Management 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.
ITF004a	Recruitment and Employment Documents 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.
ITF005a	Management Logs 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.