



# Business & Computing Examinations (BCE)

## LONDON (UK)

### List of BCE Procedures and Other Documents

| Document No.   | Title  | Description  |
|--|--|--|
| <b>BCE Procedures</b>  |  |  |
| <b>Performance Management</b>                                  |  |  |
| <b>D015 Operational Management &amp; Evaluation Workpapers</b> |  |  |
|  | <b>BCE Operational Management</b>                          | Document which outlines broad categories of BCE operational processes (planning and monitoring, resources, finance, management, compliance and training / seminars).   |
| D015a  | Operational Management Process Framework                   | Document which outlines each BCE functional unit's procedures, resources, delivery methods and review systems.   |
| D015b  | Operational Management Process Evaluation                  | An appraisal process to determine and analyse ways to develop effective operational processes, procedures, services and review methods.  |
|  | <b>BCE Internal Control Management</b>                     | Document which helps promote effectiveness and efficiency in BCE operations by ensuring Responsible persons put in place preventive and detective control measures.  |
| D015c  | Internal Control Management Evaluation                     | Document which examines policies, resources, management, finance and procedures in order to minimise risks, identify weaknesses and provide assurance regarding BCE objectives.  |
|  | <b>BCE Qualifications Development Principles</b>           | Document which guides BCE Qualification writers in focusing and paying more attention to Regulatory arrangements when designing qualifications.  |
| D015d  | Qualifications Development Review                          | Document which reviews qualification design principles and corrective measures.  |
| D015e  | Qualifications Currency Evaluation                         | Document which examines the "currency" of BCE qualifications to ensure validity, reliability, comparability and manageability.   |
|  | <b>BCE Assessment Management Principles</b>                | Document which outlines some of the principles underpinning the construction of examination papers, other test instruments; compliance with the general conditions of Recognition and Regulatory arrangements for the Qualifications and Credit Framework. |
| D015f  | Examination Questions Management Process Review            | Document which reviews assessment management principles and corrective measures.   |
| D015g  | Assessment Management Evaluation                           | Document which examines BCE assessment management processes to ensure validity, reliability, comparability and manageability.  |
| D015h  | <b>BCE Evaluation Report</b><br>Report of Evaluation (ROE) | Document used by Responsible Persons in conducting and assessing the evaluation review process.  |