



Business & Computing Examinations (BCE) LONDON (UK)

List of BCE Procedures and Other Documents

Document No.	Title	Description
BCE Procedures		
BCE Qualifications Development & Assessment Management Documents		
QD001	Statement of Equity	BCE document which provide guidelines to writers/designers of syllabus, support and assessment materials.
QD002	Specification Development Process	BCE syllabus development process consultation achievable timelines for: syllabus review, drafting development, syllabus development and implementation phases.
QD003	Principles for Assessment Guidelines	A set of guiding principles developed to assist BCE specification (syllabus) writers in developing appropriate assessment criteria guidelines and Credit Framework levels.
QD004	Qualification & Performance Standards Criteria	BCE document specification intended to provide qualification and performance criteria requirements for BCE Level 3 and 4 Certificate, Level 5 Diploma and Level 6 Diploma Qualifications.
QD005	BCE Standards	Document analysing list of documents which help BCE set the way of doing things to improve value and meet target. Standards outline the way in which business is to be conducted and govern what is deemed as acceptable behaviour; this in turn improves maintenance of quality and assurance of qualifications development; assessment management; teaching and learning strategies; integrity and sound operations.
QD006	Aggregation of Qualification Results	BCE document specifying Rules of Combination, grading system, exemption and other important assessment information.
QD007	Qualification Strategy	This document outlines the BCE qualifications in Computing, Business and Hospitality and the differences they make to learners. The qualification strategy (i) help employers understand what standards, learning opportunities and qualifications are applicable for the workplace (ii) help workers understand how specific standards, learning opportunities and qualifications can assist their competency and career development (iii) help training providers understand what standards, learning opportunities and qualifications are required by the industry.
QD008	Assessment Strategy	BCE Assessment strategy outlines the importance of (i) <i>reliability</i> (that the assessment task can be applied consistently to all learners undertaking assessments and that different markers will reach the same conclusions about the performance of a given group of learners); (ii) <i>validity</i> (that the assessment task actually measures what it claims to measure); (iii) <i>equity</i> (the way assessment is organised and administered as well as the fairness of the marking).