



# Business & Computing Examinations (BCE)

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BCE Ref: .....

Centre Number: .....

*(Please read, sign, and then email scanned copy to BCE within 14 days)*

**Centre Name and Address:**

.....  
.....  
.....

Re: **Acknowledgement of BCE Centre Terms and Conditions**

This is a confirmation that all Centre Management and Senior Officers have, to the best of their knowledge, information and belief; fully and honestly disclosed any relevant information and are not aware of anything that may affect (i) our suitability in Centre operations; (ii) the integrity and soundness of BCE qualifications offered. We also agree to each of the following BCE Centre Terms and Conditions:

1. **Learner Assessment Information**

Centre Management must ensure learners pay examination fees on time and the Candidate Examination Number Request spreadsheet is emailed to BCE the next day after deadline date. *[Please Note: Email the spreadsheet; do not send by courier as this works out to be expensive].* BCE will then invoice you to make payment. Centre Management must have Examination Timetable for all three BCE examination windows displayed on **Notice Board** at the beginning of each year. All learners sitting for BCE examinations should complete the necessary **Candidate Exam Forms** and Centre Administration compiles a list of all learners sitting for the exams using **Candidate Examination Number Request** spreadsheet. Centres should educate learners on the importance of consistency of learner names between Candidate Exam Registration Form and Candidate Exam Script. The learner names entered on Candidate Exam Registration Form [which the Centre Administration copies to Candidate Exam Number Request spreadsheet] are the ones that will appear on Candidate Results. Centres will be responsible for incorrect candidate name Certificate and Exam Slip replacement charges [see **P008 BCE Certification Policy** for more information].

Centre Management must send all completed/filled-in Candidate Examination Registration Forms to BCE London together with Exam Script Answersheets.

All BCE Forms, policies and other relevant documents are downloadable from BCE website.



BCE Syllabus for different courses can also be downloaded.

## 2. Centre Teaching, Learning Strategies, Assessment and their Integrity

The Centre, through the Director/Principal/Centre Head, fulfils the following responsibilities for Centre Teaching, learning strategies, assessment and their integrity;

- Make learners aware of the availability of BCE qualifications according to their learning needs and pathways.
- Ensure that BCE qualifications the Centre makes available to learners are consistent with the policies and procedures of BCE.
- Ensure that candidate exam scripts and coursework are verifiable and conveyed to BCE in an accurate and timely manner.
- Put in place management systems to ensure that Centre internal processes and strategies occur in accordance with the learning requirements, learner progress and performance standards of the qualification unit syllabus outline and according to BCE policies and procedures.
- Put in place Centre management systems to ensure the fairness, quality and integrity of Centre teaching and learning strategies, and to ensure that it occurs in an ethical manner, with particular reference to:
  - Learners with special requirements policy.

- Supervision and verification of learners' work policy.
- Ethical Code of Practice.
- Develop Centre internal assessment policy to assess the quality of the learner learning.
- Use same grading and marking guidelines as BCE, to assess the quality of the learner learning and record these in an accurate and timely manner as outlined in both BCE Assessment Policy and Centre Assessment Policy.
- Put in place management systems so that BCE assessment that take place at the Centre operates in accordance with BCE policies and procedures.

### 3. **BCE Centre Training Seminars**

From time to time, BCE holds the following training seminars which Centres are encouraged to attend:

#### **Mandatory Training**

- Centre Induction
- Awareness of BCE Business and Computing Qualifications
- Regulatory and Accreditation Compliance
- Policies and Procedures Management
- Organisational Perspectives

#### **Other**

- Requested Training Activity
- Requested Training and Development
- Additional Monitoring Activity

### 4. **Provisional Approval**

Centre Provisional Approval is given only for a period of 6-12 months. There after, Centre should ensure has fulfilled requirements leading to Full BCE Accreditation Approval. Full Accreditation Approval ranging between 1 to 5 years will be given (depending among other things; on Centre environment, security of tenure of premises, equipment, adequate learner materials).

### 5. **BCE Approved Centre Effective Guidance and Enforceable Arrangements**

The Centre undertakes all parts of the delivery of qualifications on behalf of BCE, including the following provisions:

- (a) take all reasonable steps to ensure compliancy with BCE Accreditation Approval requirements;
- (b) take all reasonable steps to comply with requests for information or documents made by BCE or regulatory agencies as soon as practicable;
- (c) assist BCE in carrying out any reasonable supervision and monitoring activities and to assist regulatory agencies in any investigations made for the purposes of performing its functions;
- (d) meet all compliant requirements in order to continue to deliver BCE qualifications;
- (e) comply with BCE Malpractice & Maladministration and Sanctions policies in the event that the Centre fails to abide by requirements;

- (f) retain a workforce of appropriate size and competence to undertake the delivery of the qualifications as required by BCE;
- (g) have available sufficient managerial and other resources to enable it effectively and efficiently to undertake the delivery of the qualifications as required by BCE;
- (h) undertake the delivery of the qualifications in accordance with Equalities Law;
- (i) operate a complaints handling procedure or appeals process for the benefit of learners;
- (j) conduct assessments as per BCE Assessment Policy and Examination Regulation Policy;
- (k) maintain the process to be followed in Centre Withdrawal (whether voluntary or not) from its role in delivering BCE qualifications; and
- (l) take all reasonable steps to protect the interests of learners in the case of such a withdrawal.

## 6. **BCE Approved Centre Roles and Responsibilities**

1. Have necessary resources to conduct BCE Qualifications.
2. Ensure security of assessment materials and confidentiality of candidate exam written scripts and coursework.
3. Ensure summative assessments are conducted as per BCE Assessment Policy and Examination Regulation Policy.
4. Staff should have both the appropriate knowledge and skills to run BCE Qualifications.
5. Ensure candidate assessments sent to BCE are authentic as stated in BCE Verification & Authentication Policy.
6. All candidates should sign on completion of each exam sitting and when handing-in their coursework. To ensure consistency and transparency, candidates are not allowed to leave the exam room 30 minutes before finishing time. At the end, candidates sign exam register; one at a time (to enable invigilation staff clear verification). All candidate exam scripts for each qualification should be sorted according to Candidate Exam Numbers or following Candidate Exam Number Request listing.
7. Attend compulsory BCE training sessions.
8. Advise and update learners on BCE Exemption process and requirements, Reasonable Adjustment/Special Consideration Policy and BCE Certification Policy.
9. Meet BCE candidate assessment information requirements by ensuring appropriate Candidate Assessment and Centre Management Forms are completed.
10. Comply with BCE rules, regulation and procedures in regards to Malpractice and Maladministration policy.
11. Update BCE with Centre Registered Learner details on a monthly basis, using the supplied electronic registers for each qualification.
12. Complete the Candidate Exam Number Request spreadsheet according to stated examination deadline dates.
13. Ensure Centre formative assessments are conducted regularly to prepare learners for final summative examinations.
14. Not to advertise or promote BCE qualifications in a misleading way.
15. Comply with BCE policies, procedures, rules, regulations, supervision and enforcement.
16. Prevent malpractice/maladministration. Where such malpractice or maladministration is suspected or identified, inform BCE as soon as possible using the BCE Malpractice Form.

17. Understand BCE has delegated responsibility for assessing and enforcing compliance. As a result of this delegation, BCE is obliged to sanction Centres failing to comply with regulations and requirements.
18. Acknowledge and understand that:
  - Learner Assessment Information
  - Centre Teaching, Learning Strategies, Assessment and their Integrity
  - BCE Centre Training Seminars
  - Provisional Approval
  - BCE Approved Centre Effective Guidance and Enforceable Arrangements
  - BCE Approved Centre Roles and Responsibilities
 are revised from time to time. Any changes introduced are binding and Centres are required to implement them immediately as soon as they are notified.
19. Ensure satisfactory arrangements are in place to guarantee learners are not placed on inappropriate qualifications and that Centre objectives are in the best interest of the learners. Take all reasonable steps to protect the interest of learners. This includes, but not limited to:
  - a. Having enough resources
  - c. Conforming to learner entry requirements for the different BCE qualification levels
  - b. Notifying BCE as soon as each of the above is not met
20. Will continue to coordinate and implement all outlined statements in both Important Centre Information (in Provisional Approval to Recruit/Register Learners for BCE Qualifications) and BCE Centre Terms and Conditions.

**Acknowledgement:**

We <Centre Name> .....

....., having read and understood fully the above BCE Terms and Conditions, hereby agree to abide by the regulations in all aspects relating to our position as a BCE Provisionally Approved Centre, will continue to fully comply even after we receive our Full Accreditation Approval. As an organisation, we will not, by any means of act or omission, render ourselves to jeopardise our Business; and the effect our weaknesses would have on the integrity and soundness of Approved Centres on BCE.

**Name:** .....

**Signature:** .....

**Designation:** .....

**Date:** .....

Please stamp using organisation stamp