



Business & Computing Examinations (BCE)

LONDON (UK)

BCE Centre Supporting Robust and Fair Assessment Declaration

Centre Name:			
Centre Address:			
Centre No.:		Date:	

1. We ensure that comprehensive guidance and support is given to all teaching staff on intended learning outcome, assessment criteria, marking schemes and assessment procedures.
2. We ensure comprehensive guidance and support is given to all invigilators responsible for managing BCE assessment. All invigilators are fully informed about the exam rules, regulations and policies. Training sessions are run to help staff form a good understanding of BCE compliance requirements, malpractice/maladministration, customer management and how to handle complaints.
3. We have effective policies and procedures in place to deal with incidents of malpractice
 - We create awareness by training staff on consequences of learners' cheating
 - We have fully trained staff on invigilating, detecting and reporting incidents of malpractice to apply the appropriate penalties in accordance with the regulations outlined by BCE.
4. We understand, support and fully encouraged by BCE's requirement for Centres to:
 - devote the necessary session time to ensure learners are familiar with the assessment criteria, marking scheme and how assessment results are used to calculate the final award. We encourage tutors to provide learners with clear information on how each assessment task will be marked.
 - make sure all learners are fully briefed on exam regulations well in advance of the exam date. BCE clearly outlines the penalties for late submissions and any misconduct when sitting an examination.
 - have an exam noticeboard detailing the rules and schedules for all BCE examinations, which learners can review in their own time.
 - provide accurate information, adhering to BCE's requirements, on the rules for examinations. This includes information on unlimited number of resits permitted, submitting written coursework and the number of coursework for the different

qualifications. We even tell/remind learners that this information is also available on BCE website.

5. We provide high-quality assessment feedback to BCE

- ➔ We ensure assessment feedback is constructive and timely, aiming to help improve Centre and learners' work going forward.
- ➔ We clearly outline the nature and depth of assessment feedback learners can expect from tutors.

6. We consistently ensure that learners are given adequate time to prepare for examinations and submit coursework as per required date.

7. We ensure an effective process is in place for managing learner enquiries and appeals about results. We take responsibility by helping and representing learners in making appeals and ensure they meet BCE stipulated timelines.

8. We treat with fairness and deliberate consideration any requests for exemptions from units on the grounds of prior achievement in accordance with BCE requirements.

9. We consistently and fairly apply Reasonable Adjustment & Special Considerations. We effectively manage Reasonable Adjustment & Special Considerations in relation to assessment and work with BCE in the management of individual cases.

10. We communicate to learners and ensure adequate understanding of any changes to the examination regulations, assessment criteria or methods of assessment, when BCE promptly make us aware of any changes in the assessment regulations, criteria or practices.

11. Assessment and Examinations

- ➔ We ensure that we will always maintain the integrity of BCE assessment.
- ➔ We ensure that the examination question papers and learner scripts are securely stored and when shipping them [learner scripts and coursework] to BCE, we use reliable courier or recorded delivery.
- ➔ We promptly distribute learner's results soon after we receive and record them.

12. We will notify BCE on any major incidents through the Centre Incident Report Form.

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Centre Head/Principal Name

Centre Head/Principal Signature

Centre Stamp