



Business & Computing Examinations (BCE) LONDON (UK)

BCE Approved Centre Management Principles

BCE Approved Centres should continue to comply with the centre recognition criteria as stated in the Regulatory Arrangements for the Qualifications and Credit Framework and BCE requirements for assessment.

Each centre should meet all assessment invigilation requirements. Centres should ensure learners have access to accurate BCE Qualifications information; this includes specifications for each unit, entry requirements and awards.

Approved Centres should tell us if Centre details change (this includes centre management, physical/correspondence address or other details). If Centre management is planning to close business with BCE, should notify Quality Assurance at qualityassurance@bcexam.com or BCE Office Manager at info@bcexam.com.

Learner Assessment Information

Centres should ensure candidates pay examination fees on time. Centres should have examination timetable for all three BCE assessment windows displayed on notice board each year. All candidates sitting for BCE examinations should complete the necessary Candidate Assessment forms.

Centre Management should forward to BCE London all necessary assessment forms as required, including:

- Candidate Exam Registrations
- Candidate Exam Re-sit
- Enquiry on Results Appeal
- Certificate Replacement
- Reasonable Adjustment
- Special Consideration
- Reasonable Adjustment / Special Consideration Report
- Exemption Forms

Centre Responsibilities

[see BCE Form CMF002 BCE Approved Centre Terms & Conditions]

BCE Centre Supervision and Enforcement

[see Accreditation Handbook; BCE Centre Supervision and Enforcement – Section 2.1]