



Business & Computing Examinations (BCE) LONDON (UK)

Certification Policy

Policy No.:	P008
Date of issue:	November 2013, <i>revised September 2020</i>
Status:	Approved
Responsibility for policy:	Programme Development & Services
Responsibility for implementation:	Programme Development Manager

Introduction

Certification denotes passing a defined qualification field of study. A certificate signifies that a candidate has successfully completed and passed all units including project (coursework).

After assessment marking and moderation, exam result slips and certificates are distributed to Centres 8 weeks after the exam date. Centres with high rate of spelling mistakes sometimes will receive only the result slips first; after candidates verify spelling mistakes, then Certificates for those who passed examinations will be issued.

Lost or damaged certificates/exam slips

Candidates who lose or damage certificates can apply for replacement. For a damaged result slip or certificate, the original certificate and exam slip should be sent to BCE in London through the Centres. Candidates are requested to complete the **Certificate Replacement Form**.

A total fee of £50 is charged for issuing either a lost/damaged result slip or certificate. All re-issued Certificate and Slips will be marked "Replacement". It takes 7 working days to re-issue Certificate or Slip. Postage charges are; £15 for UK and £45 for International.

Name change

We do not provide replacement result slip or certificates for name change.

Incorrect candidate name

As of December 2013, BCE will transfer Candidate names entered in Centre Candidate Exam Number Request spreadsheet, hence Centres who copy names incorrectly will be responsible for name correction. However, if the name tallies to what the candidate wrote on the Candidate Examination Registration Form, Centre will not be responsible, hence a fee of £100 (for both Result Slip and Certificate) will apply to the Candidate.

The name used by the learner when completing the Candidate Examination Registration Form is what BCE will put on the Exam Results, not what is on their exam script answersheet.

Centres are requested to use learners' details from Candidate Examination Registration Forms when updating the Centre Candidate Exam Number Request spreadsheet. At the same time Centres are urged to display Candidate names on notice board to ensure learners identify errors in their names.

Combining grades from multiple exam sitting sessions

When candidates re-sit examinations and finally pass all units including coursework, they will receive a single result slip combining all grades obtained. However if candidates fail one or more units on re-sitting, they receive a result slip stating the passed and failed units applying to the current re-sitting (previous passed units will be marked as N/A).

If candidates receive a lower mark in the current re-sit than the previous mark, the older higher mark is retained and a comment with a † or * symbol explaining that the previous mark is retained.

Collection and Claims

All exam fee payments should state exam window paid for. Failing to sit for exams during stated period results in exam fee being forfeited. Candidates cannot decide to postpone examinations without prior approval from BCE (in writing); refer to P002 Reasonable Adjustment & Special Consideration Policy for more details.

Certificate or Result Slip replacement payments are only valid for a maximum of 4 years. The same applies to collection of exam results from Centres. All uncollected results within a maximum period of 4 years will be returned to BCE London and destroyed.

Making fraudulent claims for certification or caught cheating is a criminal offence, which can lead to learners suspended from taking future BCE assessments.

Please Note: All communication should be done through the Centre. We do not accept direct communication/correspondence with candidates.

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