

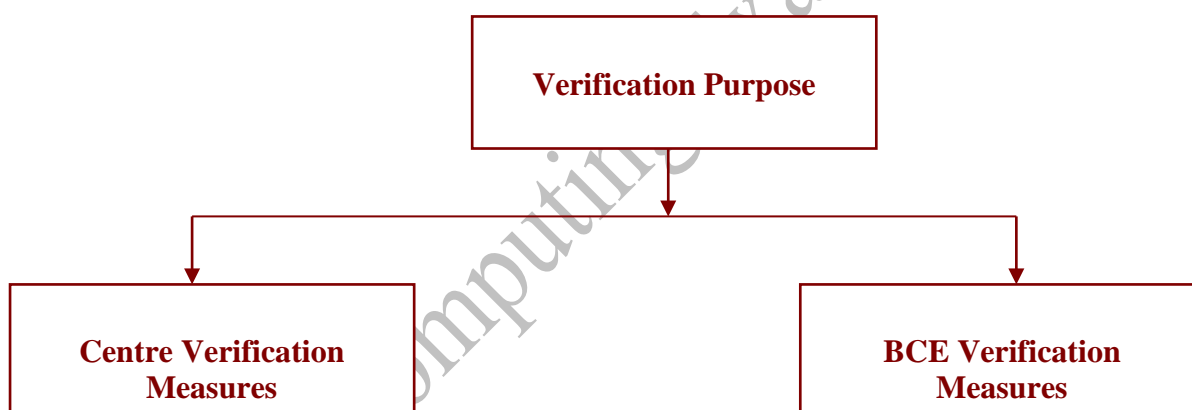


Business & Computing Examinations (BCE) LONDON (UK)

Verification and Authentication Policy

Policy No.:	P019
Date of issue:	April 2012, revised September 2020
Status:	Approved
Responsibility for policy:	Programme Development & Services
Responsibility for implementation:	Programme Development Manager / Quality Assurance Manager / Office Manager

Verification and Authentication Framework



Verification is a simple and quick process that simply requires BCE and Centres to identify and trace learners. Both BCE and Centres should give candidate and learner Identification Numbers respectively.

Learners also have a right to know if a centre is approved to run BCE Qualifications, hence, they can email BCE at:

info@bcexam.com

What is the purpose of verification?

Verification is a process whereby we validate the authenticity of a centre or candidate. We aim to verify all candidates, so we advise centres to:

- Have a valid BCE Centre Number and Certificate of Approval
- Keep a detailed record of learner attendance.
- Receive a valid Candidate Examination Number from BCE for all learners who pay exam fees to sit for BCE Examinations.
- Update BCE with all new learner registrations each month
- Verify learner coursework by:
 - Asking simple questions
 - Monitoring learners as they undertake their coursework
- Ensure learners put their BCE Examination Numbers on both exam scripts and coursework

What happens to learners who write exams without examination numbers?

Each learner who pays exam fees by the due date should receive an exam number. However if a centre makes an error and omit a learner name, they should contact BCE as soon as possible. BCE advice centres to put a list of learners with BCE exam numbers on notice board to enable learners to check their details.

When BCE receives exam scripts and coursework, the Programme Development Manager will then check the candidate details using centre learner profiles. If candidate details are not in learner system profile, then the candidate examination scripts and coursework will not be marked and centres will be fined £500 per candidate.

Centres who fail to email learner registers each month or submit inconsistent learner details (differences in monthly registers and Candidate Examination Number Request), penalties will apply.

[see BCE Invoicing and Sanctions Policies for more information]

Centre Verification Measures

Centres should take active measures to ensure that all learners are of legal age for BCE Qualifications (minimum 18 years old). Centres are advised to check learner age using any of the following documents:

- Birth Certificate
- Driving Licence
- Passport
- National Identity Card

Centres are required to ensure each learner receives a valid centre ID Card showing:

- Learner Name
- Learner ID Number
- Date of Birth
- Qualification Title
- Qualification starting and finishing dates
- ID Card Expiry Date

All Learner ID Cards should:

- a. have a valid student photograph
- b. valid information at the back with Centre BCE Number, Centre name and address.

BCE Assessment Verification

1. Before exam question papers are despatched to centres, the Programme Development Manager will:

- a. verify exam question papers for each Qualification
- b. verify candidate payment details
- c. verify candidate exam numbers
- d. verify total number of candidates per each unit for all qualifications

2. On receipt of candidate scripts and coursework from centres, the Programme Development Manager will:

- a. verify candidate scripts and coursework for each unit for all Qualifications
- b. verify candidate payment details
- c. verify candidate exam number

The Chief Examinations Officer will oversee the exam marking process.

Standardising Assessment Practice

On completion of marking candidate scripts and coursework, the External Verifier will agree with the Chief Examinations Officer and the examiners an effective program of verification which complies with BCE Code of Practice and guidelines.

Standardisation meetings will be held with the full assessment panel, this will include exam setters, revisers/scrutinisers, external verifiers, Chief examinations officer, examiners and BCE Programme Development Manager. The meetings will help to develop a supportive, non-threatening environment where the panel is able to share issues and concerns in order to ensure each makes valid assessment decisions. The meetings will focus on areas such as revisions to standards where appropriate, problems with generating evidence, the validity and sufficiency of evidence, the different approaches by assessment panel and learner progress. The minutes from all meetings will be distributed to attendees and all action points monitored to ensure implementation.

Developing and Supporting Assessment Panel

Assessment panel will be provided with an induction programme and each issued with own copy of BCE standards for all qualifications. Examiners will be allocated a suitable number of candidate scripts and coursework to mark. Personnel will be monitored and regular support meetings will be held to identify training, occupational or professional development needs.

Managing Procedures and Documentation

Candidate assessed marks will be recorded manually and electronically. Scripts and coursework will be boxed according to centre and exam window annually i.e. all scripts and coursework for April exams will be stored separately from August examinations.

All candidate exam result slips, certificates and exam reports will be despatched to centres securely. Details of all candidate registrations and result marks will then be updated on an internal database to enable ease of tracking.

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