



## **BCS Quality Assurance Procedure**

**September 2016**

**Next review date September 2018**

This procedure relates to the delivery of the BCS ECDL qualification at the Brakenhale School. It is the responsibility of the exams officer and will be updated every 2 years or when required. The procedure is published on the school website so that it may be accessed by students.

- The Brakenhale School is committed to Quality Assurance and believes it is an integral part of the Centre's processes.
- The focus of the Centre is on Learners with the provision of relevant and flexible quality training programmes and assessment to suit their needs and lifestyles.
- The provision is regularly monitored and reviewed by Mr Paul Gibson, the Deputy Head, in charge of Teaching and Learning.
- All of our BCS assessment will be done online so internal verification is not required.
- All new invigilators are required to be observed during the first six months and annually thereafter to ensure assessment regulations are being followed.
- Existing invigilators should be observed conducting an assessment at least once a year.
- Information from the awarding body is disseminated to all members of staff involved in assessing.
- The organisation's policy for Equal Opportunities is followed and monitored.