



Name of Policy	BCS Quality Assurance
Document owner	A Ismail
Document issued/last reviewed	May 2021
Date for review	May 2022
Additional notes	
Number of pages	1



## **KHNES - BCS Quality Assurance Procedure**

This procedure relates to the delivery of the BCS ECDL qualification at KHNES. 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.

- KHNES 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 Carla Walmsley Head of School - Teaching, Learning and Assessment
- All of our BCS assessment will be done online so internal verification is not required.
- All new invigilators are required to be observed on their first invigilation 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.