



CARDINAL NEWMAN
CATHOLIC SCHOOL

July 2018

Date of Next Review:
July 2020

**BCS Quality
Assurance
Procedure**

BCS QUALITY ASSURANCE PROCEDURE

Centre Number - 56810

Member of staff responsible: Hayley Hall (BCS Centre Manager)

Date of Implementation: July 2018

Audience: Parents/Staff/Governors

Status: Recommended by BCS

This procedure relates to the delivery of the BCS ECDL qualification at the Cardinal Newman Catholic School (CNCS).

It is the responsibility of the Centre Manager 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.

- CNCS 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 Examination Officers, the Senior Leadership Team and school Governors.
- **All of our BCS assessments will be completed online so internal verification is not required.**
- All new invigilators are required to be observed during the first examination session 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.