



Business & Computing Examinations (BCE) LONDON (UK)

List of BCE Procedures and Other Documents

Document No.	Title	Description
BCE Procedures		
Performance Management		
D001	Job Descriptions	Written statements for duties, responsibilities and roles for BCE personnel
D002	Code of Practice	The recognition that the quality of BCE assessment, together with the integrity of candidates' results, is dependent on a partnership between the BCE and Centres.
D003	Quality Dimension	Statements and actions used to improve BCE internal business systems and processes.
D004	Accountability Framework	Comprehensive tools used to capture the essential information for BCE, Centres and stakeholder bodies
D005	Rationale Behind Quality Management	Statements regarding the minimum standards or requirements that are necessary to support and enhance quality.
D006a	Accreditation Handbook Framework	Handbook for BCE Centres which outline BCE awards, centre approval process, Centre supervision and enforcement assessment information, quality assurance and standards, exam regulations, information on how to navigate BCE website, policies, important centre assessment and management forms.
D006b	BCE Operational Approach to Centre Accreditation	Document used during Centre Induction training which outlines the process BCE grants Centre approval to operate or engage in BCE qualifications. Induction training is established to ensure that Centres meet minimum standards to protect learners and the public at large. Accreditation standards are regarded as optimal and achievable, designed to encourage continuous improvement efforts; a process by which BCE evaluates and recognises institutions as meeting pre-determined requirements or criteria after receiving additional training and demonstrate competence beyond the minimum requirements.
D007a	Management Handbook Framework	BCE internal document which outlines Mission and Vision statements, strategic plan, corporate governance, code of practice BCE policy framework and operational management.
D007b	BCE Office Procedures	Document which provides a standard working tool outlining routine daily management and technical activities. It highlights requirements and document format used by administration personnel in their work environment to help maximum operational efficiency.
D008	Efficiency & Effectiveness	Document outlining how efficiency and effectiveness can both improve speed, on-time delivery, and various other process baselines.
D009a	Policy Plan	While the exact meaning of "planning" may vary depending on context and circumstances, BCE Planning Policy serves as a think tank undertaking broad analytical functional issues, identifying gaps in policies and initiating policy planning and formulating to fill these gaps. Planning Policy also serves as "second opinion" on BCE policy matters, providing recommendations and courses of action.
D009b	Policy Review Plan	Document specifying BCE policies issued and implemented, those to be reviewed or under development.
D009c	Capital Adequacy Plan	A document which helps BCE plan for sufficient capital to protect from balance sheet risks. Stakeholder bodies need to have confidence in BCE stability; hence it is essential for us to have good planning to help maintain adequate capital to cover credit and market risks.
D010a	Marketing Plan / Marketing	Document which details future business plans, customers, plans to

D010b	Strategy Financial Plan	enter the market, business strengths, weaknesses, opportunities and threats; market position, competitors and marketing schedule and responsibility highlights. Document which consists of a 12-month profit and loss projection to constitute a reasonable estimate of BCE's financial future which will improve the insight into the inner financial workings of the organisation.
D010c	Audit Plan	Document which sets out the areas of focus for the financial audit and proposed performance audit programmes, demonstrating how the delivery of BCE full audit mandate is coordinated and integrated.
D011a	Information Technology (IT) Strategy	Document that provides an overview of BCE's current and future Information Technology Strategy. It summarises the current state, the vision, and the roadmap for all of our major technology categories in IT Services, rationale, and experiences.
D011b	Information System Evaluation	Document which examines criteria for what characterises a good information system to provide a collected framework for measuring and comparing BCE information systems.
D012	BCE Governance Constitution	Document which outlines how BCE Board of Advisors operate, the procedures that are followed; including how decisions are made; for efficiency, transparency and accountability purposes.
D013a	Internal Operations / Processes	BCE management needs to identify operational indicators and activities that can help them determine the overall health of the processes.
D013b	Procurement Process	Document which outlines the process of buying goods or services from external suppliers.
D014	BCE General Condition of Recognition Checklist	The Conditions of Recognition specify the requirements BCE needs to fulfil in order to comply with Recognition regulatory requirements.
D015 Operational Management & Evaluation Workpapers		
D015a	BCE Operational Management Operational Management Process Framework	Document which outlines broad categories of BCE operational processes (planning and monitoring, resources, finance, management, compliance and training / seminars). Document which outlines each BCE functional unit's procedures, resources, delivery methods and review systems.
D015b	Operational Management Process Evaluation	An appraisal process to determine and analyse ways to develop effective operational processes, procedures, services and review methods.
D015c	BCE Internal Control Management Internal Control Management Evaluation	Document which helps promote effectiveness and efficiency in BCE operations by ensuring Responsible persons put in place preventive and detective control measures. Document which examines policies, resources, management, finance and procedures in order to minimise risks, identify weaknesses and provide assurance regarding BCE objectives.
D015d	BCE Qualifications Development Principles Qualifications Development Review	Document which guides BCE Qualification writers in focusing and paying more attention to Regulatory arrangements when designing qualifications. Document which reviews qualification design principles and corrective measures.
D015e	Qualifications Currency Evaluation	Document which examines the "currency" of BCE qualifications to ensure validity, reliability, comparability and manageability.
D015f	BCE Assessment Management Principles Examination Questions Management Process Review	Document which outlines some of the principles underpinning the construction of examination papers, other test instruments; compliance with the general conditions of Recognition and Regulatory arrangements for the Qualifications and Credit Framework. Document which reviews assessment management principles and corrective measures.
D015g	Assessment Management Evaluation	Document which examines BCE assessment management processes to ensure validity, reliability, comparability and manageability.
BCE Evaluation Report		

D015h	Report of Evaluation (ROE)	Document used by Responsible Persons in conducting and assessing the evaluation review process.
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BCE Qualifications Development & Assessment Management Documents

QD001	Statement of Equity	BCE document which provide guidelines to writers/designers of syllabus, support and assessment materials.
QD002	Specification Development Process	BCE syllabus development process consultation achievable timelines for: syllabus review, drafting development, syllabus development and implementation phases.
QD003	Principles for Assessment Guidelines	A set of guiding principles developed to assist BCE specification (syllabus) writers in developing appropriate assessment criteria guidelines and Credit Framework levels.
QD004	Qualification & Performance Standards Criteria	BCE document specification intended to provide qualification and performance criteria requirements for BCE Level 3 and 4 Certificate, Level 5 Diploma and Level 6 Diploma Qualifications.
QD005	BCE Standards	Document analysing list of documents which help BCE set the way of doing things to improve value and meet target. Standards outline the way in which business is to be conducted and govern what is deemed as acceptable behaviour; this in turn improves maintenance of quality and assurance of qualifications development; assessment management; teaching and learning strategies; integrity and sound operations.
QD006	Aggregation of Qualification Results	BCE document specifying Rules of Combination, grading system, exemption and other important assessment information.
QD007	Qualification Strategy	This document outlines the BCE qualifications in Computing, Business and Hospitality and the differences they make to learners. The qualification strategy (i) help employers understand what standards, learning opportunities and qualifications are applicable for the workplace (ii) help workers understand how specific standards, learning opportunities and qualifications can assist their competency and career development (iii) help training providers understand what standards, learning opportunities and qualifications are required by the industry.
QD008	Assessment Strategy	BCE Assessment strategy outlines the importance of (i) <i>reliability</i> (that the assessment task can be applied consistently to all learners undertaking assessments and that different markers will reach the same conclusions about the performance of a given group of learners); (ii) <i>validity</i> (that the assessment task actually measures what it claims to measure); (iii) <i>equity</i> (the way assessment is organised and administered as well as the fairness of the marking).

Centre Procedures

CP001	Centre Complaints Management	Advice on how Centres can manage learner complaints.
CP002	Learning Resources & Learning Environment	Centre advice on improving quality learning environment through (i) planning on how to integrate qualification specification into classroom setting (ii) internal assessment strategies (iii) evaluation and reporting.
CP003	Teaching & Learning Strategy	Advice on Centre strategy with regards to teaching and learning principles and specifications.
CP004	Supporting Robust and Fair Assessment	Centre declaration on supportive, guidance and malpractice training to Centre staff and assessment supervision.
CP005	BCE Assessment Procedures	Outlines important consistent assessment procedures paramount to all Centres to be applied across all qualifications.
CP006	Approved Centre Management Principles	Document which outlines BCE Approved Centres' compliance to both Regulatory Arrangements for the Qualifications and Credit Framework and BCE requirements for assessment.