

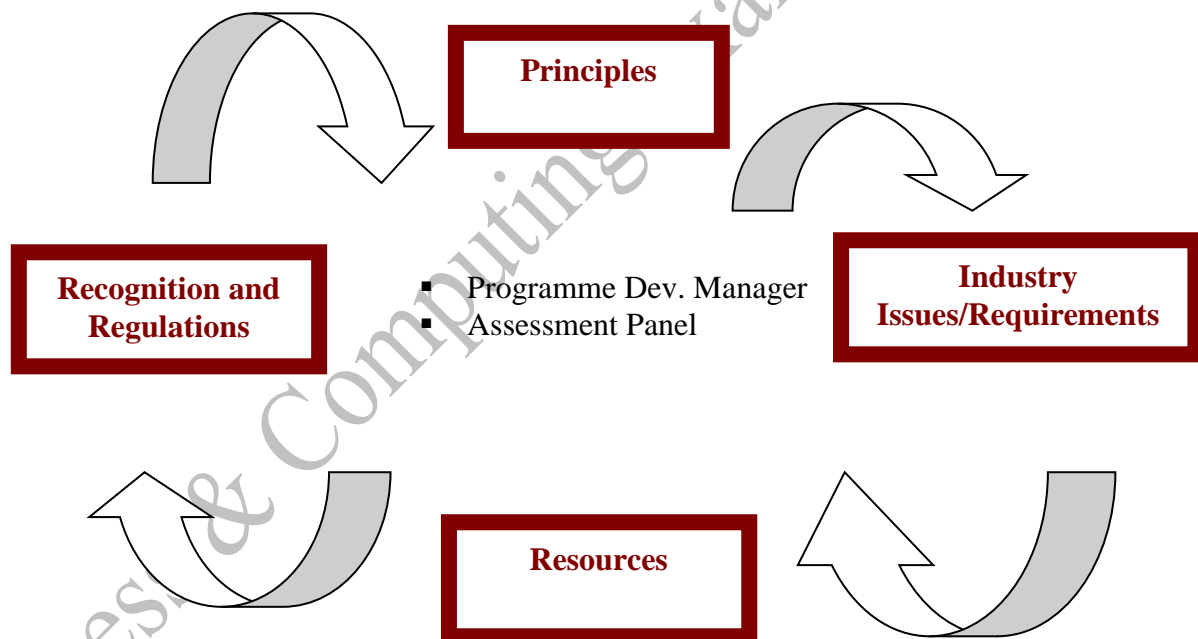


Business & Computing Examinations (BCE) LONDON (UK)

Standardisation Policy

Policy No.:	P022
Date of issue:	April 2012, revised September 2020
Status:	Approved
Responsibility for policy:	Programme Development & Services
Responsibility for implementation:	Programme Development Manager

Standardisation Framework



Standardisation is a process to ensure that the assessment criteria for BCE qualifications are applied consistently by the Assessment Panel.

BCE will ensure standards are consistent between all centres and between years by planning and delivering a comprehensive annual programme of standardisation events that enable Assessment Panel to compare outcomes of assessment.

Standardisation events will look at:

- Level 3 Qualifications
- Level 4 Qualifications
- Level 5 Qualifications
- Level 6 Qualifications

BCE standardisation programme will:

- Ensure all Assessment Panel have a strong understanding of the standards, assessment criteria, and marking scheme used for the relevant BCE qualifications.
- Compare and confirm standards where different types of assessment are used to evidence the achievement e.g. coursework.
- Identify and share good practice.
- Identify issues to be addressed by amendments to qualification assessment or to units within qualifications through centre feedback or the outcomes of the previous Chief Examinations Officer and/or External Verifier report(s) for a particular qualification or suite of qualifications.
- Ensure the standard of the qualification remains secure over time and between Centres.
- Ensure that examination question papers are fit for purpose in covering the required reportable abilities, knowledge and skills. If any issues arise this needs to be fed back to the Programme Design and Review and Assessment Panels as a matter of priority.
- Ensure that exam question papers allow sufficient scope for differentiation between learners.

The Standardisation Process

Those who should attend standardisation training are:

- BCE Programme Development Manager
- Exam Setters/Exam Scrutinisers
- Chief Examinations Officer
- Examiners
- External Verifiers for the two suites of BCE qualifications

When:

Standardisation events will run three times a year, to mark each assessment window in April, August and December.

A standardisation event is run for the BCE Computing suite of qualifications and the BCE Business suite of qualifications.

Resources:

- Dummy question papers for the next assessment window.
- Past question papers from previous assessment windows.

- Centre Examination results feedback from Chief Examinations Officer.
- External Verifiers' reports from the last examinations series.
- Assessment and examination feedback from Centres to BCE.

Delegates will discuss and compare information including:

- What units to sample in undertaking standardisation activity.
- Reconciling any discrepancies in how assessment criteria are interpreted by Assessment Panel.
- Reviewing how assessors applied the mark scheme for a particular question paper and issues behind discrepancies arising.
- Issues arising from previous assessment windows that are pertinent to the upcoming assessment window.
- Ensuring standards are secure between end of unit written examinations and coursework.
- Reviewing the types of evidence submitted in the previous assessment window and facilitating a common understanding of what constitutes valid evidence.
- Ensuring all assessors understand how they will be verified by the external verifier.
- To identify and share good practice.
- To ensure standards across time by reviewing the issues discussed by previous standardisation events and review results from previous assessment windows.
- What information needs to be fed back to those responsible for the development of question papers or on issues relating to the integrity of the unit learning outcomes/assessment criteria, what information needs to be fed back to the Programme Design and Review Panel.