



KING WILLIAM'S COLLEGE

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# Quality Assurance Procedure for BCS examinations

Last Reviewed: 01/26

Next Review: 12/26

Stuart Corrie (Deputy Head)

Karen Brew (Examinations Officer  
and Centre Manager)

This procedure is reviewed annually to ensure compliance with current regulations

## **KING WILLIAM'S COLLEGE**

### **Quality Assurance Procedure for BCS examinations**

The purpose of this procedure is to ensure compliance with the Quality Assurance requirements for a BCS Approved Centre

It is intended for all staff involved in delivering training or assessment of BCS qualifications in the school.

It is owned by the Centre Manager and will be reviewed annually in conjunction with the Deputy Head.

- 1) King William's College is committed to Quality Assurance and believes it is an integral part of the school's processes.
- 2) The focus of King William's College is on students with the provision of relevant and flexible educational programmes and assessments to suit their needs.
- 3) The provision is regularly monitored and reviewed by the Deputy Head.
- 4) All staff involved in the administration and/or assessment of BCS qualifications will have undergone relevant training to their role.
- 5) All new invigilators for BCS examinations will be observed during their first test session and annually thereafter to ensure assessment regulations are being followed.
- 6) Existing invigilators will be observed conducting an assessment at least once a year.
- 7) Information from the BCS is disseminated to all members of staff involved in the delivery of qualifications by the Centre Manager.
- 8) The King William's College, The Buchan School & The Buchan Nursery Equal Opportunities Policy (including provision for students with particular religious, dietary, language or cultural needs) is followed and monitored.