



# Aldercar High School

## BCS Additional Procedure's

### 2020/21

This policy is reviewed annually to ensure compliance with current regulations

|                      |                |
|----------------------|----------------|
| Approved/reviewed by |                |
| Leigh Parry          |                |
| Date of next review  | September 2021 |

| <b>Role</b>    | <b>Name(s)</b>     |
|----------------|--------------------|
| Head of centre | <b>Clare Hatto</b> |
| Exams Officer  | <b>Leigh Parry</b> |
| Exams Officer  | <b>Carly Kyle</b>  |
| Senco          | <b>Kate Temple</b> |

## Appeals

In addition to our Internal appeals procedure;

### When can I appeal?

- ▶ If you disagree with the results of your assessment.
- ▶ If you believe that we did not apply procedures consistently or that procedures were not followed properly and fairly in relation to the assessment decision.
- ▶ If you disagree with our decision on the allocation of reasonable adjustments or special consideration.
- ▶ If you disagree with the action taken against you following an investigation into malpractice
- ▶ You must submit notice of an appeal within 20 working days of your assessment.

### Payment

You can make payment by debit or credit card by calling Customer Service team on + 44 (0) 1793 417 424. Alternatively, you can send a cheque made payable to 'BCS'.

The standard appeal fee is £10.00 + VAT.

If you wish to escalate the appeal so that it is assessed by an independent reviewer, then there will be an additional £100.00 + VAT payment required.

BCS will not start the investigation into the appeal until payment has been made. A full refund will be made if the appeal is upheld unless the appeal is for marks to be upgraded due to an illness and then the fee will not be returned.

## Quality Assurance Procedure

This policy is aimed at our learners who are enrolled on or have taken a BCS approved qualification or unit. It sets out the quality assurance policy followed by the Centre to ensure a consistent service is delivered by the Centre and is reviewed annually.

- ▶ The Centre 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 recognisable qualifications.
- ▶ The provision is regularly monitored and reviewed by the IT Training team.

- ▶ All staff involved in the administration and/or assessment of qualifications will have undergone relevant training to their role.
- ▶ All new invigilators will be observed during their first test session and annually thereafter to ensure assessment regulations are being followed.
- ▶ Existing invigilators will be observed conducting an assessment at least once a year.
- ▶ Information from the awarding body is disseminated to all members of staff involved in the delivery of qualifications.
- ▶ The organisation's policy for Equal Opportunities is followed and monitored.

## **Start to finish exam security**

### **Pre-exam**

- ▶ Users to create their own passwords that only they know.
- ▶ Identification checks by Exam officer prior to exam.
- ▶ Exam room checklist completed prior to users entering the room to ensure the integrity of the exam.
- ▶ Ensure users remain in exam conditions and follow exam condition procedures in the exam room.

### **During the exam**

- ▶ Ensure invigilator present to take exam.
- ▶ Ensure exam conditions are maintained throughout exam.

### **Post exam**

- ▶ Leave as group at the end of the exam.
- ▶ Close down all computers once users have left.