



Parklands High School

Quality assurance Procedure for the delivery of BCS qualifications

The minimum requirement for our Centre's Quality Assurance procedure is detailed below:

- The procedure must set out:
the purpose of the procedure
who it's intended for
who owns it
when it will be reviewed
- 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 flexible quality training programmes and assessment to suit their needs and lifestyles.
- The provision is regularly monitored and reviewed by our named quality assurance representative.
- 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.
- All tests are done on automated testing platform