



Arts & Media School

ISLINGTON

BCS Centre's Quality Assurance Procedure

Arts and Media School is committed to Quality Assurance and believes it is an integral part of the centre's processes. The focus of the school is on learners with the provision of relevant and flexible quality training programmes and assessment to suit their individual needs and future aspirations.

Refer also to [Assessment and Reporting Policy](#)

The provision is regularly monitored and reviewed by nominated BCS Centre Manager and all staff involved in the administration and /or assessment of the ECDL qualification will have undergone relevant training to perform 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.

Refer also to [Equality information and objectives policy](#)

This policy is due for review March 2018