



The Eaglewood School

“Raising Aspiration and Changing Lives”

Quality Assurance Policy (BCS)

POLICY DETAILS

Subject and Version of Document:	Quality Assurance Policy 2024/25
Author:	Mrs L Allen Data Manager/Exams Officer
Persons/Committees consulted whilst document in draft:	Headteacher and Governing Body
Date Policy agreed:	March 2024
Date of next review/update and by whom:	The Eaglewood Governors March 2025
Copy obtainable from and/or distribution:	PA to the Headteacher
Date document issued:	March 2024
Responsibility for dissemination to new staff:	SLT
Headteacher Target Audience:	All Staff; Parents; Students; Commissioning Schools; Local Authority

Policy Review

This policy will be reviewed annually.

The Eaglewood School is committed to Quality Assurance and believes it is an integral part of the processes. We will follow the BCS Approved Centre Operations Manual, thereby preserving the integrity and quality of BCS qualifications.

- Our focus 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 Eaglewood School's policy for Equal Opportunities will be followed and monitored.