



# **The Eaglewood School**

*"Raising Aspiration and Changing Lives"*

## **Quality Assurance Policy (BCS)**

## POLICY DETAILS

<b>Subject and Version of Document:</b>	Quality Assurance Policy
<b>Author:</b>	Miss Roma Brackstone, Exams Officer
<b>Persons/Committees consulted whilst document in draft:</b>	Headteacher and Governing Body
<b>Date Policy agreed:</b>	<b>March 2026</b>
<b>Date of next review/update and by whom:</b>	The Eaglewood Governors <b>March 2027</b>
<b>Copy obtainable from and/or distribution:</b>	Clerk to Governors
<b>Date document issued:</b>	<b>March 2026</b>
<b>Responsibility for dissemination to new staff:</b>	SLT
<b>Headteacher Target Audience:</b>	<b>All Staff; Parents; Students; Commissioning Schools; Local Authority</b>

### 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 Mr S Barton.
- 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.