



## Reference Number: AQ\_13\_a02

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### Policy

#### Revision History

Version	Last revised	Next review date	Policy Owner	Notes
AQ_13	26/6/13	31/3/14	James Stephenson	Created
AQ_13-a01	5/12/13	31/3/14	James Stephenson	New house style
AQ_13-a02	2 July 2014	30 June 2015	James Stephenson	Reviewed

## **Examination Venue**

Centres must have sufficient and suitable space for candidates to sit written examinations and, where appropriate, facilities for computer-based examinations.

## **Assessment Security Facilities**

One of the following arrangements for storing exam papers is expected:

- a strong, non-portable safe
- a non-portable lockable security cabinet
- a metal (filing) cabinet which is bolted to the floor or a wall
- a walk-in store room with a metal shutter/security screen in front of open shelving.

## **Administrative Facilities**

The following facilities are needed at the Accredited Partner Centre to support administration:

- broadband Internet access to facilitate electronic transactions with NCC Education
- computer systems and/or physical storage facilities to keep student records and copies of assessments submitted for the required period of time.

## **Teaching and Learning Facilities**

The following facilities are needed at the Accredited Partner Centre to enable students to learn effectively:

- classes will take place in spaces of appropriate size and number, so that all students can see, hear and engage actively with their tutor
- students will be able to access books, journals and other resources to support their studies
- students will have access to a quiet space for private study and research (for example, a library)
- students will have access to Internet-enabled computers to facilitate private study and research.

## **IT Facilities – Computing Qualifications**

This requirement applies only to Centres who are, or wish to be Accredited for the following qualifications:

- Level 3 Diploma in Computing
- Level 4 Diploma in Computing
- Level 5 Diploma in Computing
- Level 4 Diploma in Business IT
- Level 5 Diploma in Business IT

The Centre must have a **computer classroom/laboratory** which meets the following specifications:

- fully networked classroom containing PCs and/or workstations for practical work and computer-based assessments
- enough computers to ensure that, for practical work under supervision, the teacher/student ratio should be no higher than one teacher to 16 students. In practical sessions, each student must have individual computer access
- the software installed on the computers varies according to the qualification being offered, as outlined below.

### **Software Requirements for Level 3 Diploma in Computing and Level 4 Diploma in Business IT**

- Compilers for any programming languages being studied.
- Software packages covering common business applications - word processing, spreadsheets, accounting, stock control, databases and any other software required by students.
- At least two different web browsers for example Google Chrome, Internet Explorer, Mozilla Firefox or Opera.
- Text editor such as Bluefish, Programmer's Notepad or Crimson Editor.
- Video conversion software and image editing software.

### **Additional Software Requirements for Level 4 Diploma in Computing**

In addition to all of the above, the following software is required:

- drawing tools (for example, Microsoft Visio) or CASE tools to support the drawing of software engineering diagrams such as ERDs, DfDs, flowcharts, UML diagrams
- Star UML
- Eclipse Integrated Development Environment (IDE).

### **Additional Software Requirements for Level 5 Diploma in Business IT**

In addition to all of the above, the following software is required:

- a Database Management System (DBMS) (such as Microsoft Access, MySQL or Oracle 10g)
- a Java development environment.

### **Additional Software Requirements for Level 5 Diploma in Computing**

In addition to all of the above, the following software is required:

- image manipulation software
- VPN software
- remote desktop application.