



## Reference Number: AQ\_13

---

### Policy

#### Revision History

| Version | Last revised | Next review date | Policy Owner     | Notes |
|---------|--------------|------------------|------------------|-------|
| 1.0     | 26/6/13      | 31/3/14          | James Stephenson |       |
|         |              |                  |                  |       |
|         |              |                  |                  |       |
|         |              |                  |                  |       |
|         |              |                  |                  |       |
|         |              |                  |                  |       |
|         |              |                  |                  |       |
|         |              |                  |                  |       |
|         |              |                  |                  |       |
|         |              |                  |                  |       |

## 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 (e.g. a library).
- Students will have access to internet-enabled computers to facilitate private study and research.

## IT Facilities – Computing Programmes

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

- 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 e.g. 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 (e.g. 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.