

Role	Invigilate?	Description	What courses do I need to complete	Average time to complete	What next?
Centre Manager	Yes – must also register as an Invigilator	Please refer to section 7.2 in ORM. The Centre Manager may also be registered with us in one or more of the other staff roles as long as the additional requirements are met. However, a Centre Manager does not need to register as an Administrator	BCS Approved Centre – Induction <ul style="list-style-type: none"> • An Introduction to BCS • Approved Centre Requirements • Staff roles and Responsibilities • The Approved Centre Forum • Learners • Assessments • Results and Certification • Quality Assurance • ATLASCloud Test Platform Training Video 	2hrs start to finish but can be broken down	<ul style="list-style-type: none"> • Receive pass notification by email • Create ACF Account • Place first order on ACF • ATLASCloud login details will be sent when order is completed • Register learners • Create accounts for other staff on ATLASCloud (Invigilators/administrators)
Second Centre Manager	Yes – must also register as an Invigilator	Has the same authority as the Centre Manager but is not the main point of contact for BCS	BCS Approved Centre – Induction <ul style="list-style-type: none"> • An Introduction to BCS • Approved Centre Requirements • Staff roles and Responsibilities • The Approved Centre Forum • Learners • Assessments • Results and Certification • Quality Assurance • ATLASCloud Test Platform Training Video 	2hrs start to finish but can be broken down	<ul style="list-style-type: none"> • Receive pass notification by email • Create ACF Account • Account will be created on ATLASCloud by your Centre Manager • Register learners • Create accounts for other staff on ATLASCloud (Invigilators/administrators)

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Administrator	Yes – must also register as an Invigilator	Anyone involved in administration activities such as <ul style="list-style-type: none"> • Placing orders • Registering students • Assigning tests • Distributing Certificates 	BCS Approved Centre – Induction <ul style="list-style-type: none"> • An Introduction to BCS • Approved Centre Requirements • Staff roles and Responsibilities • The Approved Centre Forum • Learners • Assessments • Results and Certification • Quality Assurance • ATLASCloud Test Platform Training Video 	2hrs start to finish but can be broken down	<ul style="list-style-type: none"> • Receive pass notification by email • Create ACF Account if needed • Account will be created on ATLASCloud by your Centre Manager • Register learners • Create accounts for other staff on ATLASCloud (Invigilators/administrators)
Invigilator	N/A	Please refer to section 7.3 in ORM Responsible for monitoring and invigilation of assessments under assessments conditions	Invigilator - Induction <ul style="list-style-type: none"> • An Introduction to BCS • Staff Roles and Responsibilities • Assesments • ATLASCloud Test Platform Invigilator Training Video 	45 mins start to finish but can be broken down	<ul style="list-style-type: none"> • Receive pass notification by email • Create ACF Account if needed • Account will be created on ATLASCloud by your Centre Manager/Admin if needed. • Create Invigilator key if required for test session • Must be observed during first test session
Teacher	No	Delivering BCS qualification and require access to Approved Centre Forum AtlasCloud (assigning diagnostics) Must not be involved in any LIVE assessments	Teacher – Induction <ul style="list-style-type: none"> • An introduction to BCS • The Approved Centre Forum • ATLASCloud Test Platform Teacher Training Video 	35 mins start to finish but can be broken down	<ul style="list-style-type: none"> • Receive pass notification by email • Create ACF Account if needed • Account will be created on ATLASCloud by your Centre Manager/Admin if needed.

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Marker	Schools – NO Private Trainers – cannot invigilate own learners	Please refer to section 7.4 of the ORM. Required for Centres undertaking manual assessments – responsible for the marking and second marking of assessments	Manual Marking - Induction <ul style="list-style-type: none"> An Introduction to BCS Staff Roles and Responsibilities Assessments Manual Marking 	1 ½ hours start to finish but can be broken down	<ul style="list-style-type: none"> Receive pass notification by email Create ACF Account if needed
Internal Verifier	Yes – must also register as an Invigilator	Please refer to section 7.5 of the ORM The purpose of Internal Verification is the maintenance of standards within the qualification. Centres undertaking marking of assessments are required to demonstrate Internal Verification of the marking process.	Manual Marking - Induction <ul style="list-style-type: none"> An Introduction to BCS Staff Roles and Responsibilities Assessments Manual Marking 	1 ½ hours start to finish but can be broken down	<ul style="list-style-type: none"> Receive pass notification by email Create ACF Account if needed
Assessors	N/A	Please refer to section 7.5 Assessors are required to review and assess all Learner materials to show that the evidence submitted demonstrates that the learning outcomes have been achieved.	None	N/A	<ul style="list-style-type: none"> Create ACF Account if needed

- Courses shown in bold **DO NOT** have a knowledge check
- 3 attempts at each knowledge check. Course can be reset by BCS twice.