The Exams Office

MONTHLY UPDATE
NOVEMBER 2026

MEMBER MESSAGE

The launch of the 2027 National Exams Manager/Officer & SENCo Conferences

This is your final opportunity to provide your feedback via the National Association of Examinations Officers (NAEO) annual survey. Please take 10/15 minutes to ensure that your voice is heard and to help raise awareness of your role - and the issues which you face - amongst key stakeholders.

The main announcement this month is the opening of the booking window for the 2027 National Exams Manager/Officer and SENCo Conferences.

National Exams Manager/Officer Conferences

The booking window for the National Exams Manager/Officer Conferences is open from 10am on Monday 2 November.

You can book your complimentary place at one of the conferences listed below by selecting *Book Conference Place* from the *Resources* menu of the Hub and following the instructions.

- 19 January: Bristol (Ashton Gate Stadium)
- 22 January: Birmingham (International Convention Centre)
- 28 January: London (Wembley Stadium)
- 2 February: Manchester (Emirates Old Trafford, Lancashire cricket ground)
- 5 February: Leeds (The Queens Hotel)

Please visit The Exams Office website to view further information including details of the presentations, agenda and timings for the day, FAQs and more information on how to book and manage your conference place.

Live broadcast

The Exams Office will be live streaming the National Exams Manager/Officer Conference.

The live webcast will be streamed from the London Wembley conference on Thursday 28 January and members will be able to join from their centre, or other suitable location.

The live webcast is an alternative for member centres if the conference dates are not convenient to attend, if you are unable to secure a place at a conference of your choice or your geographical location prevents you from attending one of the conferences. Member centres will be able to join the live webcast to hear the workshops taking place in the Bobby Moore Suite. The workshops in the Wembley Suite will not be available via a live stream but can be viewed via the Virtual Conference (see below).

More details on how to access the live broadcast on the day are available on The Exams Office website.

Virtual Conference

Our Virtual Conference 2027 will also be made available to exams managers/officers and senior leaders within member centres from week commencing 8 February 2027.

National SENCo Conferences

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The booking window for the SENCo conferences is now open. The content of the presentations at this conference are designed to support SENCos in managing access arrangements and to prepare for the summer exam series.

The conferences will be held at:

- 21 January: Birmingham (International Convention Centre)
- 27 January: London (Wembley Stadium)
- 1 February: Manchester (Emirates Old Trafford, Lancashire cricket ground)
- 4 February: Leeds (Aspire)

Please forward this message to your SENCo so they can secure their place. We anticipate significant demand for places and therefore we urge delegates to book as soon as possible to avoid disappointment.

Delegates from centres with a current membership to The Exams Office acquire a £20 discount on the delegate rate (reduced from £295 to £275).

Delegates will receive a complimentary copy of Assessing the Need for Access Arrangements in Examinations: A Practical Guide 8th edition which is produced by Patoss and retails at £32.50 (+ postage and packaging)

Job description and person specification

To help centres appoint the right person to the Exams Manager/Officer role, the NAEO has updated its sample job description and person specification.

Those already in post should read the NAEO article - The importance of an accurate job description - and work with their line manager and/or HR department to ensure their job description and person specification accurately reflect the role and its responsibilities.

All exams officers should also review the resources on the NAEO website and use the guidance to make the case for changing their job title to Exams Manager.

Invigilator training support

The following resources have been added to The Exams Office website to support members in training their invigilators:

- Article - Online invigilator training: What should you cover in your follow-up meeting?
- Video training session – A recording of the invigilator training session held at Wembley Stadium on 22 October is available in the *Training Videos* area within the Hub
- (New Invigilator Training) PowerPoint presentation (PDF) and associated resources (Invigilator Training Booklet and Trainer notes) are available under the *Invigilation Support* category in the *Key Documents* area within the Hub

A video will be available in mid-November which supports centres in delivering an update meeting for existing invigilators based upon the content of Unit 3 of the online invigilator training and assessment module. The content includes:

- Second pair of eyes check
- Using calculators

- Instructions for conducting on-screen examinations
- Identifying candidates
- Question papers, stationery, materials and other equipment
- Handing in unauthorised items
- Candidates wearing hearing aids/cochlear implant processors
- Starting the examination: Invigilator announcement
- During the examination: Supervising the candidates
- During the examination: Candidates who arrive late

Plagiarism and Artificial Intelligence (AI) checking tool

A reminder that member centres have free access to ATP Cyber's Plagiarism and Artificial Intelligence detection tool.

Each centre has access to 50,000 free words/credits each academic year with the opportunity to purchase additional words/credits from just £10 per 10,000 words.

ATP Cyber has been created to support Ofqual guidance and JCQ regulations in the use of AI. This is a plagiarism and AI detection tool which is intended to support teaching staff and not as a decision-making tool. Teachers remain responsible for the mark/grade awarded.

Please visit the ATP Cyber website for more information and to create your free centre accounts.

The Learning and Skills Office: A CPD portal for Exams Managers/Officers and Senior Leaders

The Exams Office has supported the creation of The Learning and Skills Office (LASO) to provide free access for exams managers/officers and senior leaders to a CPD tool and to register for, achieve and certificate for the Exams Manager/Officer Professional Standards.

The modules within LASO develop understanding of JCQ regulations and key skills in the following areas:

- Contingency planning
- Effective decision making
- Presentation skills
- Time management
- Communication skills
- Handling difficult conversations
- Managing deadlines
- People management
- Prioritising tasks
- Problem solving
- Working collaboratively

A project management unit will be added in the new year to support exams managers/officers in completing all tasks and meeting deadlines within the 'exam cycle'.

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Training - Live stream recordings

The following training events are available as a recording from the sessions held at Wembley Stadium on 21 and 22 October in the *Training Videos* area within the Hub:

- Actions for Autumn training for new exams managers/officers and senior leaders
- Exam changes and effective management of exams and assessments

November ARTICLE

ONLINE INVIGILATOR TRAINING: WHAT SHOULD YOU COVER IN YOUR FOLLOW-UP MEETING?

The Exams Office NEWS and UPDATES

The Exams Office Diary, Wall Planner and Desk Card

(Final reminder) JCQ has revised key dates for the **November 2026** series.

REVISED DATES:

- **12 January 2027** - Restricted release of results to centres only
- **13 January 2027** - Release of results to candidates

Please ensure your versions of these resources are updated accordingly.

The Exams Office Hub

Exams Timetable Tool

The tool was updated during October to:

- change the title of NCFE Level 1/2 Technical Award in Sport Studies to: NCFE Active IQ 1/2 Technical Award in Sport Studies
- amend exam date (AQA Level 2 Certificate in Further Mathematics (8365) – Paper 1) to 09/06/2027 (PM)
- amend NCFE assessment date for 603/7006/3 Engineering from 19/05 to 18/05/2027

Key Dates Calendar Tool

The tool was updated during October to:

- add the non-exam assessment pre-release details for Cambridge OCR GCSE Food Preparation and Nutrition (J309)
- amend the Cambridge OCR opening date of Special Consideration Online for general qualifications from 15/03 to 08/03/2027.

Policy Generator Tool

The *Access to Scripts, Reviews of Results and Appeals Procedures* template within the tool was updated in October to confirm that there were no changes to the wording for the qualifications for which the Priority Service 2 (Review of Marking) is available.

Training Videos

Updates to the available training videos include:

- An updated **Information for candidates – Written examinations** animation (The delivery of this video is supported by an example 'INFORMATION FOR CANDIDATES' BRIEFING TEMPLATE available in the *Key Documents* area)
- A new animation - **Information for candidates – Non-examination assessments**
- Recordings of the live streams filmed in October 2026 (Actions for Autumn | Exam changes and effective management of exams and assessments | Invigilator Training)

Access to The Exams Office Hub

Centre details check

A quarterly centre details check is now required. Centre Admin users will be alerted to this within the Hub and be prompted to complete this check.

National Association of Examinations Officers NEWS and UPDATES

November message and articles

CEO Message: November exam series script collections

(Exams article) The importance of an accurate job description

(Mindfulness and Wellbeing article) The power of a simple thank you

Member rewards

The randomly selected winners of the October member rewards draw are:

- Stacey Barlow
- Zoe Hay
- Lindsey Mappin
- Katherine McDiarmid
- Amy Roberts

Well done to the individuals above. A £20 gift voucher will be on its way to you.

The NAEO would like to thank to The Exams Office for sponsoring this initiative

Membership reminder

Please remember that all NAEO members need to renew their membership to the NAEO from 1 September each academic year

Membership renewal simply requires clicking on the re-registration details link at the bottom of the Join screen.

KEY TASKS and KEY DOCUMENTS

NOVEMBER key tasks

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A brief summary of main key tasks is provided here. In addition, the AUTUMN TERM CHECKLIST provides a general overview of key tasks and good practice during the period September to December.

Note you should always refer to awarding body key dates and timetables information to ensure you are aware of tasks you need to be carrying out in line with specific dates and deadlines.

PLANNING
(Where relevant to your role/the qualifications delivered in your centre) Continue to plan ahead, for example:

- preparation for internal exams/assessments that may be taking place in November and/or December
- preparation for the issue of **November 2026** series results in January
- preparation for the **January** (and/or February) **2027** exam series
- preparation for submitting **Summer 2027** entries

ENTRIES
Note the date for the release of basedata for the **Summer 2027** series in November - this signals a starting point (for centres using a MIS for exams administration) from when preparation for final entries could commence.

EXAM TIME
(Where applicable) Conduct exams in the **November 2026** series.

RESULTS AND POST-RESULTS
Receive and distribute certificates for the **Summer 2026** series.

For more detailed information on key tasks and JCQ key dates, refer to the monthly support guide added to The Exams Office Hub (*Key Documents* area) by the beginning of the month it relates to.

NOVEMBER key documents

Key documents and resources are provided to support member centres in the management and administration of the exams process.

Templates can be customised for use in centres/content of templates can be used to inform electronic processes in centres.

Updated documents/resources to be published in the Hub during November include:

NEW EXAMS MANAGER/OFFICER: DECEMBER SUPPORT GUIDE

ENTRIES: DEADLINES FOR ENTRIES, FEES AND CHARGES TEMPLATE (updated for the summer 2027 exam series)

RESULTS AND POST-RESULTS: (For the November 2026 series and beyond)

- A GUIDE TO PREPARING FOR A RESULTS DAY
- A GUIDE TO ADMINISTERING POST-RESULTS SERVICES
- MODERATION/VERFICATION RETURNS LOG TEMPLATE
- POST-RESULTS SERVICES: DEADLINES, FEES AND CHARGES TEMPLATE
- POST-RESULTS SERVICES: REQUEST, CONSENT AND PAYMENT FORM TEMPLATE
- POST-RESULTS SERVICES: TRACKING LOG TEMPLATE
- CANDIDATE PERMISSION FORM TEMPLATE
- CERTIFICATE COLLECTION INFORMATION FOR CANDIDATES TEMPLATE

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A reminder of updated documents/resources published in the Hub during October:

NEW EXAMS MANAGER/OFFICER: NOVEMBER SUPPORT GUIDE

PRE-EXAMS:

- 'INFORMATION FOR CANDIDATES' BRIEFING TEMPLATE (supported by the animated video for candidates)
- CANDIDATE BRIEFING presentation and presenter notes
- ACCESS ARRANGEMENTS:
  - USING WORD PROCESSORS – INFORMATION FOR CANDIDATES TEMPLATE
  - ARRANGEMENTS FOR CONDUCTING EXAMS IN THE CANDIDATE'S HOME TEMPLATE
- Managing timetable clashes TEMPLATES

EXAM TIME: Any remaining templates

INVIGILATION SUPPORT: NEW INVIGILATOR TRAINING PRESENTATION TEMPLATE and supporting trainer notes and training booklet

EXAMS REVIEW: Guide and templates