

Monthly update for exams office staff

October 2018

Review the September update [here](#) which includes the message to members: **2018/19 support for members of The Exams Office**

Message to our members

Supporting contingency and succession planning in centres

Last week marked the culmination of two years of work at *The Exams Office* with the publication and dispatch of our **2018/19 Exams Officer Handbook** and **Exams Calendar** to over 3500 exam centres in the UK.

The **Exams Officer Handbook** and **Exams Calendar** have been produced to help new and experienced Exams Officers, and members of the Senior Leader Team responsible for exams, plan for the academic year ahead. These resources will also assist exams contingency and succession planning in centres.

These two key resources will be sent to our members in two dispatches – end of September and mid-October – and to new members as they join *The Exams Office*. Both the **Handbook** and **Calendar** will be produced on an annual basis and offered to our members only – you will not be able to access a copy unless you have a membership to *The Exams Office*, or attend one of our **Winter Conferences**, or attend a training event organised by our training partner **Exams Training**.

The **Exams Officer Handbook** is a key resource for both new and experienced exams officers. It serves as a ‘manual’ for Exams Officers, and a ‘How to...’ guide to the Exams Officer role and includes:

- ▶ A summary of key JCQ changes from the **General Regulations**, **Instructions for conducting examinations** and **Access Arrangements/Reasonable Adjustments** booklets
- ▶ A month-by-month checklist of generic key exams-related tasks – this will support new Exams Officers in highlighting upcoming tasks, and assist members of SLT in contingency planning in the absence of their exams officer
- ▶ Key tasks diary – for exams officers to record good practice, hints and tips, and areas in need for improvement for the 2019/20 academic year. These may be highlighted to members of the SLT, or to Line Managers as actions for them to progress
- ▶ A new exams officer induction checklist – a list of key areas which all new Exams Officers must be aware of, and which will support our on-line new exams officer training and assessment module which will be launched in the new year

- ▶ A detailed guide to the 'Exam Cycle' – with information on the key aspects of exams planning, entries, pre-exams, exam time and the results/post-results period
- ▶ Information on how to find documents on *The Exams Office* website to support exams officers in meeting the requirements of each stage of the 'Exam Cycle'
- ▶ A sample of key exams-related documents including checklists, forms, and templates;
- ▶ Contact details of all the major awarding organisations, Ofqual and the JCQ
- ▶ Invigilation support information

The [Handbook](#) will be updated on an annual basis with a full review of the content, an update of the JCQ changes and the addition of more document templates including checklists, forms and 'How to...' guides to help you in your everyday role.

The [Exams Calendar](#) is only one of its' kind to include key dates from the JCQ, *The Exams Office*, [Exams Training](#) and the following JCQ awarding organisations:

- ▶ AQA
- ▶ NCFE
- ▶ OCR
- ▶ Pearson
- ▶ WJEC

The [Exams Calendar](#) will serve as a key planning tool for all Exams officer with key dates across a range of qualifications which will help to ensure that deadlines are met which in turn will assist exams officers in entering candidates for the correct examination/assessment in a timely manner and avoiding unnecessary late fees will be avoided.

The [Exams Officer Handbook](#) and [Exams Calendar](#) are just the first of a series of new, leading edge support resources which we will be launching for our members over the next 18/24 months. *The Exams Office* is committed to ensuring that our membership represents excellent value money and that we continue to meet our core aims of:

- ▶ saving Exams Officers time
- ▶ providing our members with quality support materials
- ▶ easing the pressure on centre budgets



October blog – *Levelling the playing field with the help of the Exam Reader Pen...* is written by Geraldine Jozefiak, Exams Officer at HMP Norwich

To read the blog, click [here](#)

A message from Ofqual (20/09/2018) [Supporting Exams Officers](#)

Ofqual would like to hear the views and experiences of Exams Officers to find ways to help support them better

“We are inviting Exams Officers to tell us more about their roles within schools and colleges and the resources we could provide which may help them continue to run successful exam series.”

If you are an Exams Officer or a member of school/college staff involved in the running of GCSE, AS and A level exams, please [click here to give us your views](#) and suggestions.”

Key tasks

Summary of key tasks for October

A very 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 from September to December.

For more detailed information on **all** key tasks and identified JCQ key dates, use the **monthly support guides for new exams officers** added to the website by the beginning of each month

October guide now available [here](#)

Planning

Respond to the National Centre Number Register (NCNR) annual update by 31 October.

Note the on-line issue of provisional timetable (available on awarding body websites) for the November 2019 exam series.

Entries

Where applicable to your centre

- ▶ submit final entries for the November 2018 exam series by the early October deadline
- ▶ submit estimated entries for the Summer 2019 exam series where required by the awarding body
- ▶ submit final entries for the January 2019 exam series
- ▶ submit final registrations for those qualifications requiring an upfront registration

Pre-exams

Where relevant to your centre, meet deadlines relating to the November 2018 exam series including:

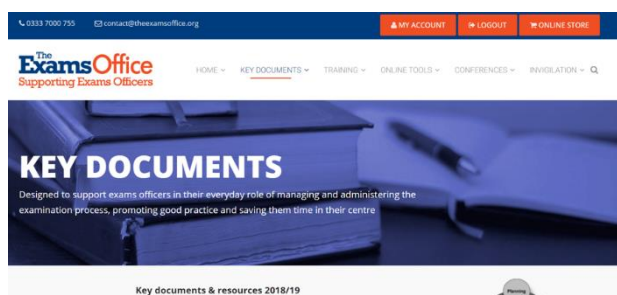
- ▶ processing applications for access arrangements
- ▶ requesting transferred candidate arrangements
- ▶ submitting centre assessed marks

Results and post-results

Prepare to receive certificates for the Summer 2018 exam series.

Reminder...

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



Key documents

The Exams Office provides key documents and resources to support centres in the management and administration of the exams process

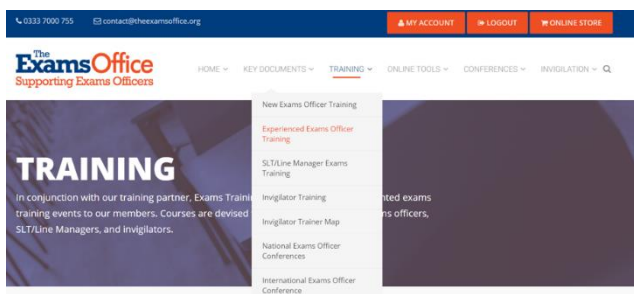
www.theexamsoffice.org/key-documents/

Links to member only content in [Key documents](#) requires members to be logged in to *The Exams Office* website to access this content

Key documents to be added during October	Key documents added during September
Planning	
A guide to administering BTEC qualifications BTEC: Reasonable adjustments policy template BTEC: Assessment staff conflict of interest log template	Exams officer/Line manager meeting report form template Private candidates: a guide Private candidate: preliminary information & entry form template Secure storage checklist (free access)
Entries	
	A guide to managing entries A guide to avoiding late entries Managing entries: transgender candidate information Deadlines for entries, fees and charges template External entries collection form template Internal entries collection form template Changes to entry information form template Exam entry/re-sit form template Late entry form template Private candidate: provisional entry confirmation template
Pre-exams	
A guide to administering internal assessment A guide to dealing with candidate absence A guide to managing confidentiality and security in the exam cycle Candidate exam handbook template Extra time guide Extra time calculator tool NEA security checklist template Resolving exam clashes form template Managing overnight supervision form template Seating plan template Access arrangements: candidate notification form template Access arrangements: candidate tracking spreadsheet template Private candidate: final exam information template Private candidate: checklist template	A guide to managing exam preparation A guide to managing access arrangements A guide to understanding the JCQ inspection Confidential materials: initial point of delivery log template Confidential materials: receipt, secure movement and secure storage log template Secure storage checklist (free access)

Exam time	
<p>Exam box checklist template</p> <p>Suspected malpractice: candidate notification form template</p> <p>Access arrangements: managing emergency arrangements form template</p> <p>Access arrangements: word processor checklist template</p>	<p>A guide to managing exam time</p> <p>Exam day checklist template</p> <p>Exam room checklist template</p> <p>Exam room incident log template</p>
Exam policy templates	
<p>Complaints and Appeals Procedure (exams) template</p> <p>Disability Policy (exams) template</p> <p>Emergency Evacuation Policy (exams) template</p> <p>Exam Contingency Plan template</p> <p>Exams Policy template</p> <p>General Data Protection Regulation Policy (exams) template</p> <p>Internal Appeals Procedures template</p> <p>Lockdown Policy (exams) template</p> <p>Non-examination Assessment Policy template</p> <p>Special Consideration Policy template</p> <p>Word Processor Policy template</p>	<p>Policy checklist</p> <p>Access Arrangements Policy template</p>
Invigilation support resources	
<p>Invigilator training presentation template</p> <p>Invigilator trainer notes template</p> <p>Invigilator training evaluation form template</p> <p>Invigilator training certificate of attendance template</p> <p>Invigilator handbook template</p> <p>Roving invigilator checklist template</p> <p>Access arrangements: training presentation template for facilitators and invigilators supporting and supervising candidates</p> <p>Access arrangements: training evaluation form template</p>	<p>A guide to managing invigilator recruitment and training</p> <p>Invigilator confidentiality and security agreement template</p> <p>Invigilator job description template</p> <p>Invigilator availability and information form template</p> <p>Invigilator availability summary spreadsheet template</p> <p>A guide to preparing for invigilator training</p> <p>Invigilator training record template</p>
New exams officers	
Support guide for new exams officers: November	Support guide for new exams officers: October

We also encourage members to email requests for generic documents they would like to see produced.



Last chance to book

Remaining October training events for **Experienced Exams Officers** and October events for **New Exams Officers** and **SLT/Line Managers**

www.theexamsoffice.org/exams-training/



New invigilator training (free*)

Bookings now being taken for our face-to-face half day invigilator training events which are perfect for new invigilators (helping them to meet JCQ requirements) and Exams Officers who want hints and tips on what to include in training in their own centre

<https://examstraining.org/invigilator-training/>

* Two free places per member centre are available on a first come, first served basis. Please note that only those with an up-to-date paid membership with *The Exams Office* at the time of booking and at the time of the event will be eligible for free places. Booking windows will close once all places have been taken.



International Exams Officer Conference

Conference venue confirmed as JW Marriott Marquis Hotel

<https://examstraining.org/international-conference/>



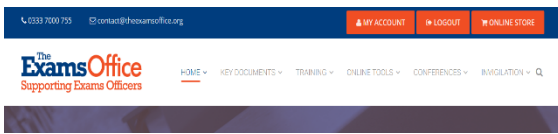
National Exams Officer Conferences

The booking window for the Winter conferences will be announced this month

www.theexamsoffice.org/national-exams-officer-conferences/

Support from *The Exams Office*

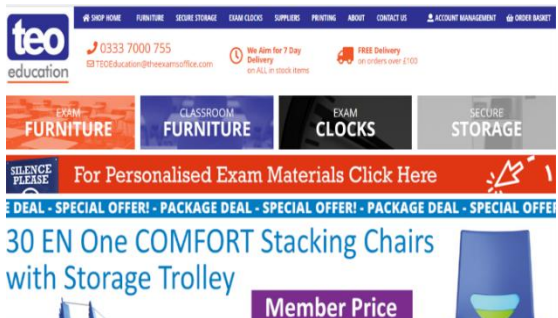
Main menu



Visit the main menu to see all the support and information available and find your way around the website

www.theexamsoffice.org/

TEO Education online store

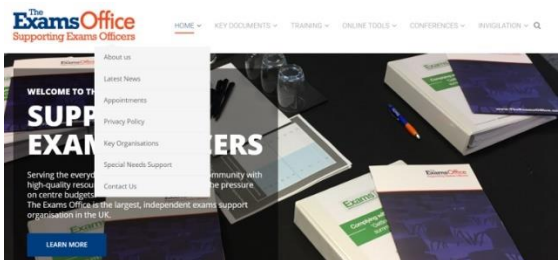


Fabulous value, high quality equipment including:

- Exam and classroom furniture
- Exam clocks
- Secure storage
- Personalised exam banners, posters and templates

<https://www.teoeducation.org/>

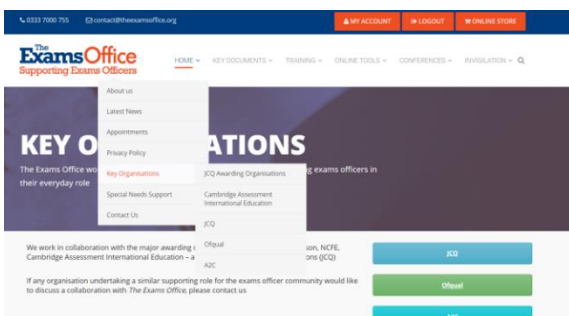
Home page www.theexamsoffice.org/



Useful information for exams officers including **appointments** and signposts to **key organisations** in the exams process

www.theexamsoffice.org/appointments/

Key organisations



Signposts to information and recent updates from **JCQ** and **Ofqual** and useful links to awarding organisations support for exams officers

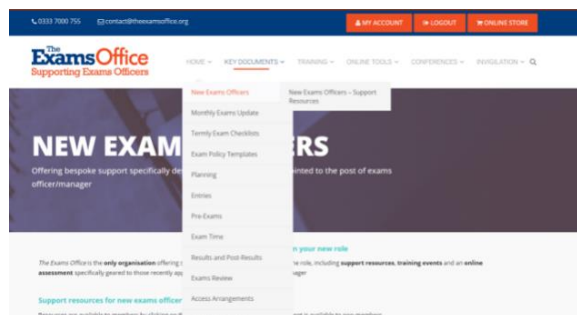
www.theexamsoffice.org/key-organisations/

Key documents and resources to support exams officers

Exams Officer Handbook and Exams Calendar

Annually updated and dispatched* to centres

*One dispatch per member centre with an up-to-date paid membership with *The Exams Office* as at 30 September each year

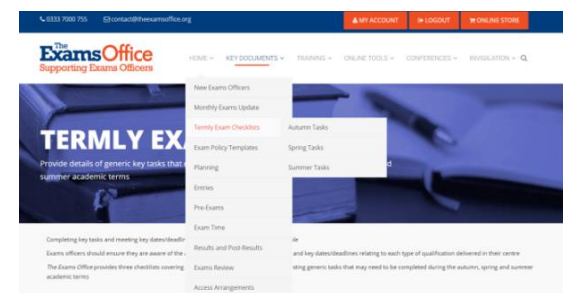


New exams officers

Supporting those new to the role by providing

- an **induction support guide**
- **monthly support guides**
- an **exams key terms glossary** (free access)

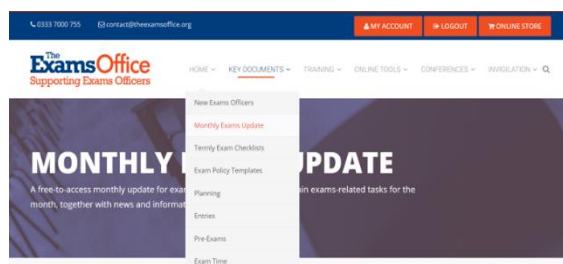
www.theexamsoffice.org/new-exams-officers/



Termly exam checklists

Providing checklists covering the academic year (September-August) listing generic key tasks that may need to be completed during the **autumn, spring** and **summer** terms

www.theexamsoffice.org/termly-exam-checklists/

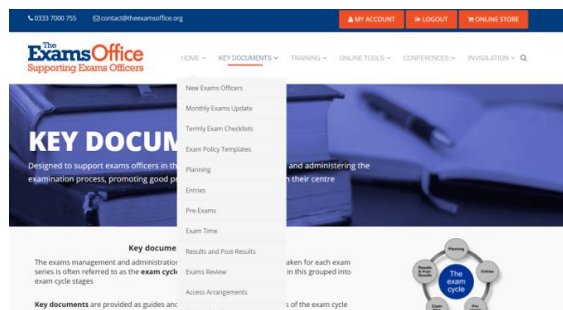


Monthly exams update

Providing a monthly update for exams office staff (free access)

This update is free-to-access, however links to member only content contained within the update will require members to be logged in to *The Exams Office* website to access this content

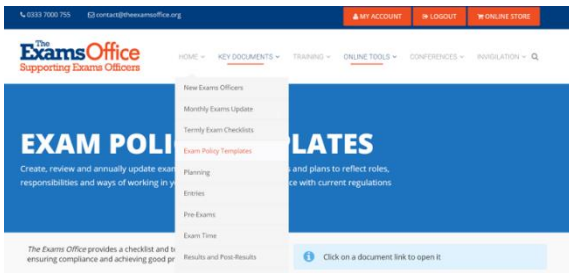
www.theexamsoffice.org/monthly-exams-update/



Key documents

Providing guides and templates divided into the stages of the exam cycle (**Planning; Entries; Pre-exams; Exam time; Results and post-results**) helping exams officer to determine when these could be useful during the exams process; additional key documents (to support **exams review**) and **exam policy templates** are also provided

www.theexamsoffice.org/key-documents/



Exam policy templates

Supporting the creation, review and annual update of exams related policies, procedures and plans

www.theexamsoffice.org/exam-policy-templates/



Invigilation support resources

A range of resources to support the recruitment, training and deployment of invigilators

www.theexamsoffice.org/invigilation/invigilationsupportresources/

Training



New invigilator training

Free* events available in the autumn and spring terms

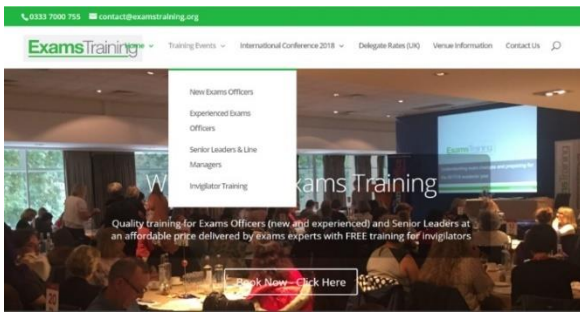
Invigilator training (in house)

Sessions are offered to book directly with a trainer

www.theexamsoffice.org/invigilator-training/

* Two free places per member centre are available on a first come, first served basis. Please note that only those with an up-to-date paid membership with *The Exams Office* at the time of booking and at the time of the event will be eligible for free places. Booking windows will close once all places have been taken.

Autumn 2018 events			
Date	Location	Date	Location
6 November 2018	Leeds	14 March 2019	London
7 November 2018	Birmingham	20 March 2019	Plymouth
29 November 2018	London	21 March 2019	Bristol
Spring 2019 events		24 April 2019	Manchester
5 February 2019	Newcastle	25 April 2019	York
6 February 2019	Newcastle	26 April 2019	Coventry
7 February 2019	Nottingham	30 April 2019	London
13 February 2019	London		



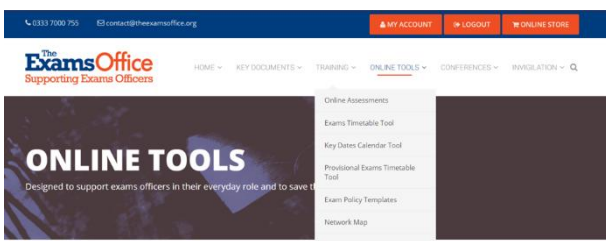
Exams Training

Training events for **new exams officers**, **experienced exams officers** and **senior leaders/line managers**

<https://examstraining.org/>

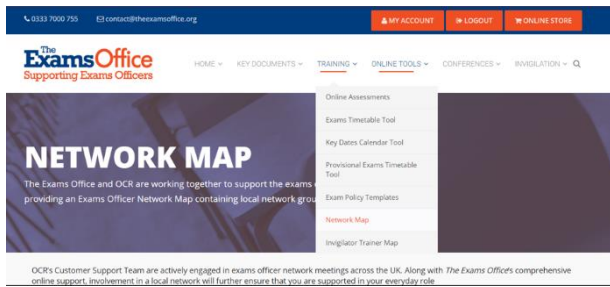
Autumn 2018 events	
Experienced exams officers	
25 September: Birmingham (Novotel)	26 September: Bristol (The Bristol)
28 September: London (Grand Connaught Rooms)	2 October: Leeds (Hilton Leeds City)
3 October: Manchester (Emirates Old Trafford)	5 October: London (Grand Connaught Rooms)
New exams officers	
9 October: Manchester (Emirates Old Trafford)	10 October: Leeds (Doubletree Hilton)
12 October: London (Grand Connaught Rooms)	17 October: Birmingham (Novotel)
18 October: Bristol (The Bristol)	
Senior leaders/line managers (with responsibility for examinations)	
23 October: London (Grand Connaught Rooms)	
Spring 2019 events	
New exams officers	
26 February: Birmingham (Novotel)	27 February: Bristol (The Bristol)
1 March: London (Grand Connaught Rooms)	5 March: Leeds (Hilton Leeds City)
6 March: Manchester (Emirates Old Trafford)	
Senior leaders/line managers (with responsibility for examinations)	
12 March: London (TBC)	

Online Tools



Providing online tools including a composite **exams timetable** and **key dates calendar** populated with information provided by the contributing organisations and new to be launched **online assessments**

www.theexamsoffice.org/online-tools/



In conjunction with OCR, *The Exams Office* supports the exams officer community by providing a [Network Map](#) so EOs may be able to identify their local network group

Conferences



National Exams Officer Conferences

Members of *The Exams Office* can attend a **winter** and a **summer** conference free of charge*

www.theexamsoffice.org/national-exams-officer-conferences/

*One free place per member centre is available on a first come, first served basis. Please note that only those with an up-to-date paid membership with *The Exams Office* at the time of booking and at the time of the event will be eligible for a free place. The booking window will close once all places have been taken.



International Exams Officer Conference

Exams Training, in association with *The Exams Office* and **Pearson**, are hosting an international conference in November 2018 with free invigilator training for Dubai-based centres

www.theexamsoffice.org/international-conference/