

September 2018

Monthly update for exams office staff

Welcome to the new academic year!

Message to our members

2018/19 support for members of *The Exams Office*

The 2018/19 academic year is one which will see *The Exams Office* continue to develop its support offering for its' members.

We are planning to offer a range of additional support for our members over the coming months, including:

- ▶ **New website** - We have developed a [new website](#) which is easier to navigate and provides additional functionality for us add more online tools to help you in your role
- ▶ **Online tools** – We have updated our *Exams Timetable Tool* and *Key Dates Calendar Tool*
- ▶ **Online training and assessment modules** – From November, we will be launching the first in a series of annually updated, certificated online modules which will support the following roles:
 - **Invigilators** – to ensure that they are fully trained to undertake the conducting of examinations and meet JCQ training requirements (November 2018)
 - **New Exams Officers** – an induction module to support those new to the role, and confirming an understanding of exam regulations (January 2019)
 - **Experienced Exams Officers** – a tool to review your exams year and/or support your annual appraisal and confirming an understanding of JCQ regulation changes (April 2019)
 - **Senior Leaders/Line Managers** – a programme which confirms understanding of exams requirements and compliance with JCQ regulations (June 2019)

- ▶ **Exams Officer Handbook and Exams Calendar** – Updated 2018/19 versions will be dispatched to members in late September/early October
- ▶ **Winter conferences** – We will be offering 6 [winter conferences](#) in January and February 2019, with two dates in London to meet demand from members (free to attend for members)
- ▶ **Summer conferences** – We are hosting a [northern summer conference](#) [Leeds 8 July 2019] in addition to our annual [London summer conference](#) [1 July 2019] (free to attend for members)
- ▶ **Exams Training** – our partner training organisation, *Exams Training*, is offering the most comprehensive training programme for [new Exams Officers](#), [experienced Exams Officers](#) and [Senior Leaders/Line Managers](#) at a price and quality which cannot be matched by any other training organisation
- ▶ **Free invigilator training** – In partnership with *Exams Training* we are offering 13 [invigilator training sessions](#) across England during 2018/19 (free to attend for member centres)

The Exams Office will also launch a range of initiatives to ensure that our members are represented amongst the awarding bodies, Ofqual, DfE and the JCQ. More information on this programme will be provided in the coming months.

The Exams Office values the support of all of their members and as the only organisation representing Exams Officers we fully understand the responsibility we have to ensure that the voice of the Exams Officer community is heard. We will continue to develop our support to ensure that we provide our members with quality support materials and resources which save you time and ease the pressure on your centre budget.



[September blog](#) – ***In with the new academic year, but still with unfinished tasks from last year...*** - is written by Jugjit Chima of *The Exams Office*

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

Key tasks

Summary of key tasks for September

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 until 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

September guide now available [here](#)

Planning

Start/continue to manage exam planning for 2018/19 by gathering information about qualifications being delivered in your centre this academic year.

Start/continue to build your annual exams plan.

Look out for the *JCQ September despatch* to centres. Familiarise yourself with any changes highlighted in relevant updated JCQ publications, particularly [General Regulations for Approved Centres](#) (not provided in hard copy) and [Instructions for Conducting Examinations](#).

Ensure relevant staff in your centre are provided with or signposted to updated JCQ publications.

Entries

Where applicable to your centre, prepare to make entries for the **November 2018** exam series.

Collect information regarding any qualifications that may require an **upfront registration** or entries to be made in other early exam series' (for example, the **January 2019** series).

Prepare to make estimated entries (where required by the awarding body) for the **Summer 2019** exam series.

If you will be responsible for running internal exams it might be useful to collect relevant (entry) information in advance, enabling you to plan the **internal** exam series'.

Pre-exams

Determine when **preliminary** (pre-release), advance or other subject-specific early information may be made available by the awarding body (this is dependent on the qualifications and subjects within qualifications delivered in your centre) for the **Summer 2019** exam series or other series'.

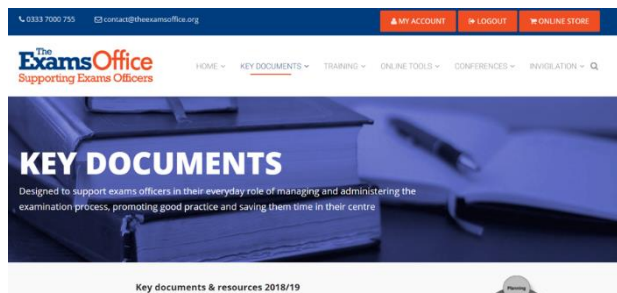
Results and post-results

Process any remaining non-priority post-results service requests for the **Summer 2018** exam series by the September deadlines.

Undertake any required results reporting/analysis if/where pertinent to your role/your centre.

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/

Further new or updated documents will be added during **September**, including:

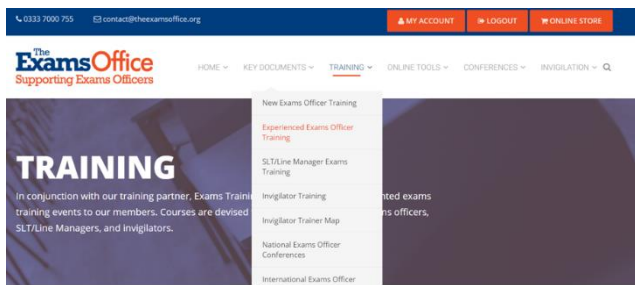
- ▶ [A guide to managing entries](#)

- ▶ [A guide to avoiding late entries](#)
- ▶ [Confidential materials: initial point of delivery log template](#)
- ▶ [Confidential materials: receipt, secure movement and secure storage log template](#)
- ▶ [A guide to managing access arrangements](#)
- ▶ [Policy checklist](#)
- ▶ [Exams officer/Line manager meeting report form template](#)
- ▶ [Private candidates: a guide](#)
- ▶ [Private candidate: preliminary information & entry form 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](#)
- ▶ [Deadlines for entries, fees and charges template](#)
- ▶ [Private candidate: provisional entry confirmation template](#)
- ▶ [Support guide for new exams officers: October](#)

The following new or updated documents were added during **August**

- ▶ [Exams Archiving Policy template](#)
- ▶ [Induction support guide for new exams officers](#)
- ▶ [Exams key terms glossary \(free access\)](#)
- ▶ [Autumn term checklist](#)
- ▶ [Support guide for new exams officers: September](#)

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



Last chance to book

September training events for **Experienced Exams Officers**

www.theexamsoffice.org/exams-training/



New invigilator training (free*)

Event dates announced

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

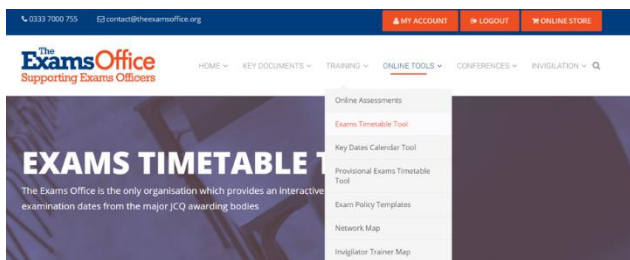
* Two free places per member centre are available on a first come, first served basis. Please note that only those with an up-to-date paid membership with *The Exams Office* at the time of booking and at the time of the event will be eligible for free places. Booking windows will close once all places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



International Conference

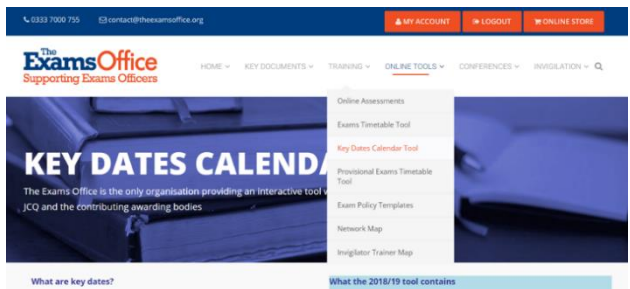
Book and pay before 30 September for a discounted rate

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



2018/19 Exams Timetable Tool available

www.theexamsoffice.org/exams-timetable-tool/



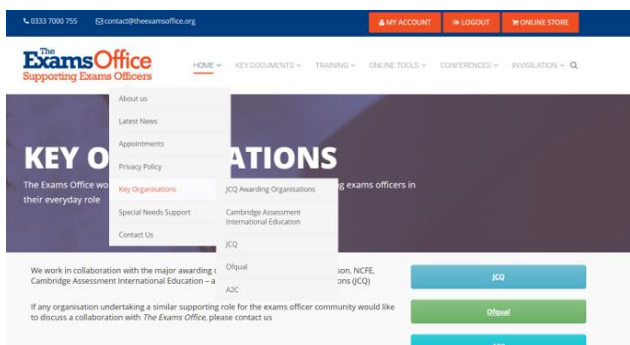
2018/19 Key Dates Calendar Tool available

www.theexamsoffice.org/kdct/



Late September/early October dispatch*

*One dispatch per member centre with an up-to-date paid membership with *The Exams Office* as at 30 September 2018

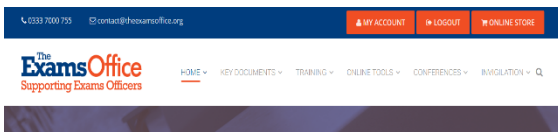


Key organisations

Signposts to information and recent updates from **JCQ** and **Ofqual**

Support from *The Exams Office*

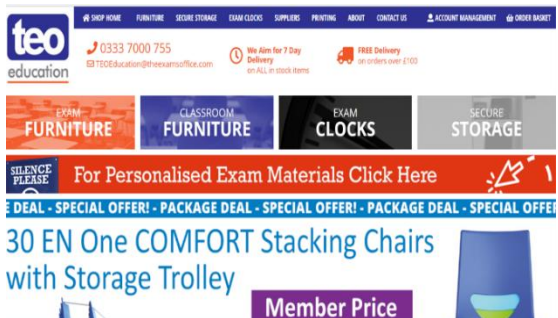
Main menu



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

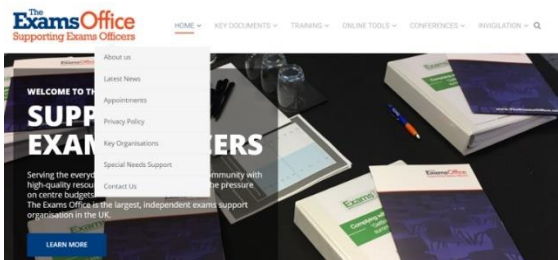


Fabulous value, high quality equipment including:

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

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

Home page www.theexamsoffice.org/

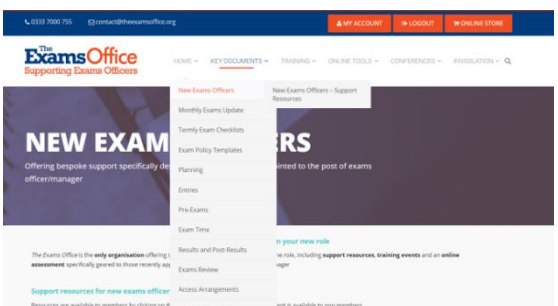


Useful information for exams officers including **appointments** and signposts to **key organisations** in the exams process

www.theexamsoffice.org/appointments/

www.theexamsoffice.org/key-organisations/

Key documents and resources to support exams officers

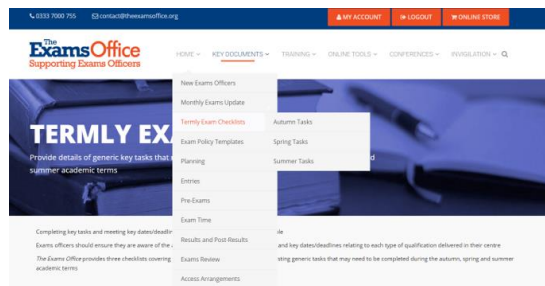


New exams officers

Supporting those new to the role by providing

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

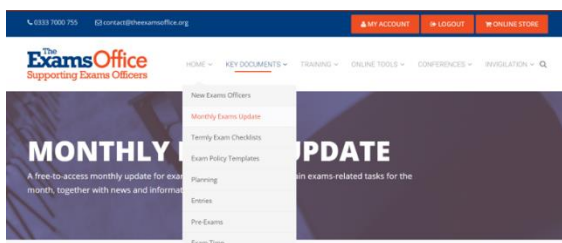
www.theexamsoffice.org/new-exams-officers/



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

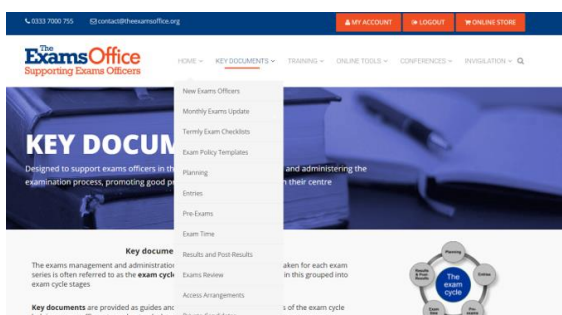
www.theexamsoffice.org/termly-exam-checklists/



Monthly exams update

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

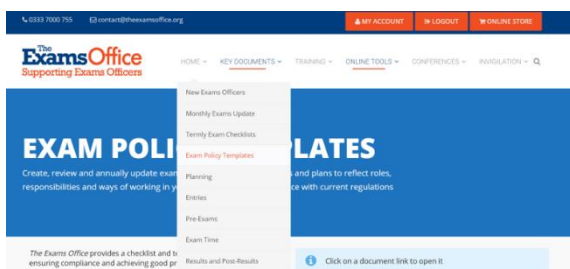
www.theexamsoffice.org/monthly-exams-update/



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

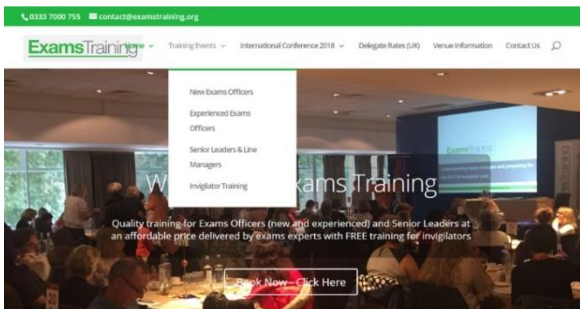
Free* events available in the autumn and spring terms

Invigilator training (in house)

Events 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.



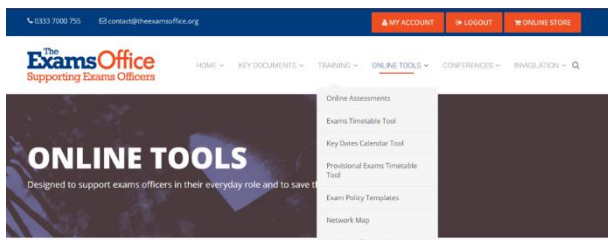
Exams Training

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

<https://examstraining.org/>

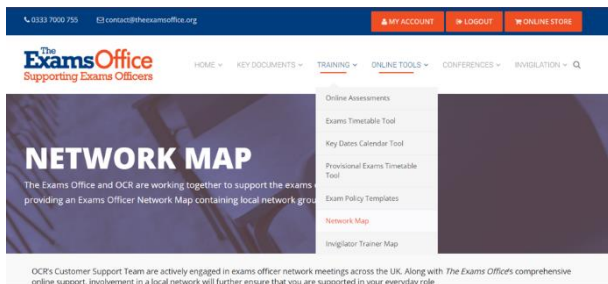
Autumn 2018 events	
Experienced exams officers	
25 September: Birmingham (Novotel)	26 September: Bristol (The Bristol)
28 September: London (Grand Connaught Rooms)	2 October: Leeds (Hilton Leeds City)
3 October: Manchester (Emirates Old Trafford)	5 October: London (Grand Connaught Rooms)
New exams officers	
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/onlinetools/



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/

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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/