

Monthly update for exams office staff

December 2018

Season's greetings from all the staff at The Exams Office

Review the November update [here](#) which includes the message to members: **The role of the Head of Centre in supporting their Exams Officer**

Message to our members

The Exams Office – Supporting and representing our members

On Monday 10 December we will be launching our Online invigilator training and assessment module. This is the first such online tool which trains and assesses invigilators.

The launch of this tool is the culmination of two years' planning and will be the first in a series of online tools which we will be adding to our website over the next 12/18 months. These will include:

- ▶ a new exams officer induction module
- ▶ SLT/Line Manager training and assessment module
- ▶ an exam year review module

The launch of the online invigilator training and assessment module has been a priority due to demand from members who want a comprehensive tool which trains and assesses their invigilators. This module will ensure that our members are meeting JCQ requirements whilst also providing comprehensive training and support for their invigilators.

For the 2019/2020 academic year, not only will we be updating the functionality of the Exams Timetable Tool and Key Dates Calendar Tool, but we will be introducing our Exam Policy/Procedure Generator (EPG).

The introduction of the EPG is a very exciting development as this tool will allow you to create exam policies which reflect practice in your centre in a matter of minutes, whilst ensuring that you comply with JCQ regulations. You will also be able to review and update your policies on an annual basis as the EPG will save the latest version of your policy.

We are listening to you, our members, and working with the key stakeholders in the sector – Ofqual, the JCQ and the major awarding bodies – to bring you quality support materials which save you time and money. All of our online tools will save you time and money and support you in meeting JCQ requirements.

No other organisation provides the support offered by The Exams Office.

No other organisation has their content quality assured by the relevant authorities.

No other organisation provides such extensive support at an affordable price for centres at a time when budgets are under severe pressure.

All of the above-mentioned tools are part of your membership of just £175 (discounted if you are engaged in OCR or Pearson qualifications), as *The Exams Office* strives to deliver on our promise of helping and supporting the Exams Officer community in their everyday role.

Regulation changes

Over 800 exams officers attended the seven autumn Exam changes training events which focussed upon regulation changes for the 2018/19 academic year.

At these events feedback was obtained from all delegates and shared with our awarding body and JCQ colleagues. As a consequence of this, some areas of the regulations have been revisited and updates will be given in the coming weeks – including at our Winter Conferences.

We will be hosting these training events on an annual basis – the dates of the autumn 2019 events will be launched in April 2019 – and we urge all Exams Officers to attend to ensure that not only are they up-to-date with the latest regulations, but also to utilise *The Exams Office* to ensure that your voice is heard.

The Exams Office is the only organisation which offers high-quality training at just £145 per delegate – training which is delivered by at least 2 trainers/exams experts, quality assured by an awarding organisation, and contains the latest and most accurate information.



December blog – **Mock examinations – use them to your advantage...** is written by Lisa Longstaff, Exams Officer at Dunottar School, Reigate

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

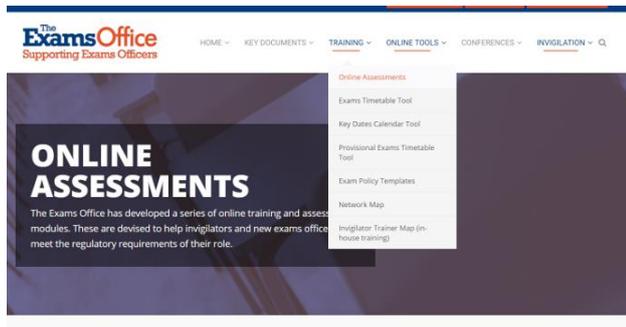
National Exams Officer Conferences

Bookings still being taken

London	(10 January)
London	(11 January)
Leeds	(18 January)
Manchester	(25 January) now FULL
Bristol	(1 February)
Birmingham	(8 February)

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





Online invigilator training and assessment module

Launching 10 December will be available to all members of *The Exams Office* as part of their membership.

www.theexamsoffice.org/online-assessments/



International Exams Officer Conference

In November 2018 Exams Training, in association with *The Exams Office* and Pearson, delivered a 2-day training event to over 80 exams officers from 28 countries, and an invigilator training session to over 150 delegates.

www.theexamsoffice.org/international-conference/

Key tasks

Summary of key tasks for December

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

November guide now available [here](#)

Planning

As the autumn term draws to a close there is still no let-up in the exams process. Many EOs will be running internal exams, preparing for January exams and the issue of November results in mid-January.

Entries

Where applicable to your centre, for the **March 2019** exam series collate final entries (where an awarding body March entry deadline falls in January).

Gather information from the awarding bodies on the administrative processes for making final entries for the **Summer 2019** exam series. Start to collect final entry information from teaching teams.

Pre-exams

As December is a shorter month in terms of working days, undertake final checks to ensure you are ready for exams that may be taking place in the **January 2019** exam series. Where relevant to January entries, submit marks and samples of candidates' work to the awarding body deadline.

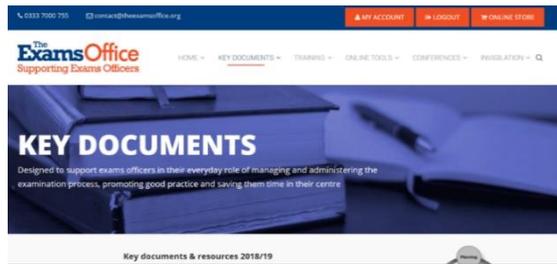
Liaise with the SENCo to determine modified paper requirements for the **Summer 2019** exam series.

Results and post-results

Prepare for results day – start to consider what needs to be done in terms of preparing for the issue of the **November 2018** exam series results in mid-January.

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

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

[Termly Exam Checklists](#)

- Spring term 2018/19

[Exams review](#)

- ▶ A guide to managing exams review
- ▶ Exams review template
- ▶ Candidate feedback from template
- ▶ Invigilator feedback form template
- ▶ Staff feedback form template

[Monthly support guides](#)

- Support guide for new exams officers: January 2019

[Planning](#)

- JCQ publications checklist template (free access) *updated*

[Exams key terms glossary](#) (free access) *updated*

Key documents added during **November**

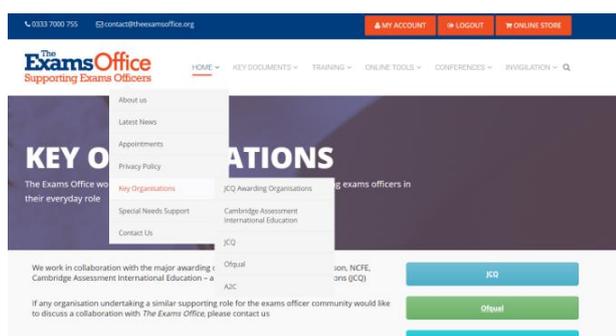
[Results and post-results](#)

(updated for the November 2018 series)

- A guide to preparing for a results day
- A guide to administering post-results services
- Candidate permission form template
- Post-results services: deadlines, fees and charges template
- Post-results services: request, consent and payment form template

[Monthly support guides](#)

- Support guide for new exams officers: December 2018



Key organisations

Look out for signposts to information and recent updates from **JCQ** and **Ofqual**

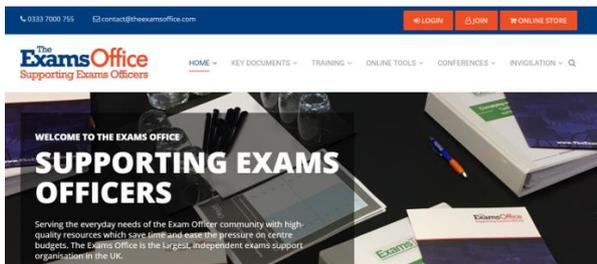
www.theexamsoffice.org/key-organisations/

Support from *The Exams Office*

Main menu

Visit the main menu to see all the support and information available

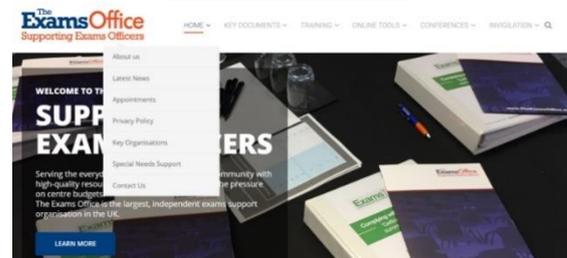
www.theexamsoffice.org/



Home page

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

www.theexamsoffice.org/



TEO Education online store

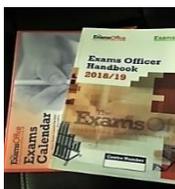


Fabulous value, high quality equipment including:

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

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

Resources and tools to support exams officers



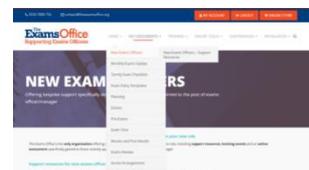
Exams Officer Handbook and Exams Calendar

Annually updated and dispatched* to centres

Invaluable support resources for new exams officers during their first year in role and for experienced exams officers to support contingency and succession planning

*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/

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 officers 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/

Monthly exams update

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

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

Invigilation support resources



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

www.theexamsoffice.org/invigilation/invigilationsupportresources/

Online Tools



Providing online tools including a composite [exams timetable](#) and [key dates calendar](#) populated with information provided by the contributing organisations, a [Network Map](#) and newly launched [online assessments](#)

www.theexamsoffice.org/onlinetools/

Training and Conferences



Exams Training

Training events for **new exams officers, experienced exams officers and senior leaders/line managers** <https://examstraining.org/>

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 (80, Strand)	

New invigilator training

Free* half day events available in the autumn and spring terms. 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



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.

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



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.