

Monthly update for exams office staff

January 2019

Happy New Year to all exams officers!

Review the December update [here](#) which includes the message to members: **The Exams Office – Supporting and representing our members**

Message to our members

The Exams Office - Online tools update

The Exams Office have launched the much-anticipated *online Invigilator training and assessment module*. This is the first in a series of online tools to be introduced over the next 2 years which will save our members time and support them in their everyday role.

This module will also save centres a considerable amount of money as it is included within your membership to *The Exams Office*

The *online invigilator training and assessment module* will not only allow Exams Officers to meet the JCQ's requirements for training and updating invigilators but also allows them to assess the knowledge and understanding of their invigilators.

The module also includes training and assessment for those engaged in facilitating and invigilating access arrangements.

The Exams Office suggests the following steps to fully utilise the online module:

1. Print a copy of our 'Invigilator training record' – the content of which is covered in the module
2. Visit this page on *The Exams Office* website and register as an Administrator - <https://www.theexamsoffice.org/online-assessments/>
You will receive a verification email which must be used for first-time use only (please check your spam/junk inbox)
3. Create an account for each invigilator (you can create up to 40 accounts) – inform invigilators that the verification email may be in their spam/junk inbox
4. Set a deadline for completion of the assessment and inform your invigilators of your required pass-mark (out of 50)
5. Once an invigilator has completed the assessment, you will receive an email notification
Access and print two copies of each certificate – give one to your invigilator and retain one inside the 'Invigilator training record' which can, if requested, be presented to a JCQ inspector.

Exams Officers can also attempt the module but must use an email address which is different from that used to register as an Administrator.

The module requires information relating to the main areas of conducting examinations that impact on the role of the invigilator to be read (there is also the option to watch a series of videos to aid understanding) and then 50 randomly selected questions (from a bank of over 150 questions) to be answered across seven sections.

Through your administrator account you can view the on-going progress made by your invigilators, including the number of attempts each has had at the seven sections...and the score each has achieved (per section and overall).

For more details on how to access and fully utilise the *online invigilator training and assessment module* (including a FAQs section), please visit

<https://www.theexamsoffice.org/online-assessments/>

Regarding additional online modules/tools, we will be launching the following over the next 18/24 months:

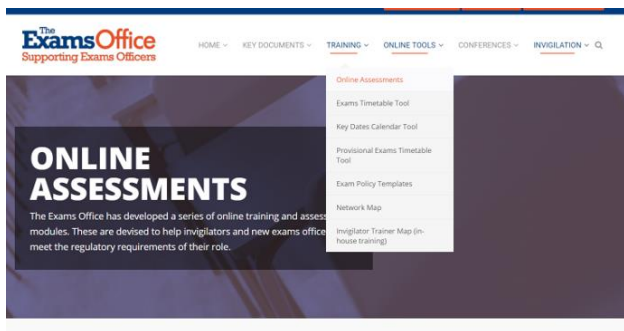
- ▶ Conducting on-screen tests training and assessment module
- ▶ New Exams Officer Induction and assessment module
- ▶ Senior Leaders/Line Managers training and assessment module
- ▶ Exam year review tool
- ▶ Exams Timetable Tool – updated with additional functionality
- ▶ Key Dates Calendar Tool – updated with additional functionality
- ▶ Exam Policy Generator – an online tool which will enable Exams Officers to create and update bespoke exam policies to meet JCQ requirements and to ensure robust exams-related procedures in their centre

All of our tools will be updated on an annual basis as we strive to meet our aim of providing our members with quality support which saves them time and money and supports exams administration and management within their centre.



January blog – *It's a new year and a time to focus upon my invigilators...* is written by Marcia Woods, Exams Officer at Brookfield Community School, Chesterfield

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



Online invigilator training and assessment module – Conducting on-screen tests

Available in January

www.theexamsoffice.org/online-assessments/

Key tasks

Summary of key tasks for January

A very brief summary of main key tasks is provided here. In addition, the [spring term checklist](#) provides a general overview of key tasks and good practice during the period from January to March.

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 spring term begins the exams process continues to build. For many this will be a time for running further internal exams, potentially alongside

- ▶ planning for future exam series' (**November 2019** exam series, **other** exam series **2019/20**) (note the deadlines for comments on provisional exam timetables)
- ▶ making entries (**March** and/or **summer 2019** exam series)
- ▶ preparing for exams (**March** and/or **summer 2019** exam series)
- ▶ conducting external exams (**January 2019** exam series)
- ▶ processing results and administering post-results services (**November 2018** exam series)

Entries

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

If not already submitted, collate and finalise entries for the **Summer 2019** exam series prior to the February deadline.

Pre-exams

Confirm all arrangements are in place to conduct the **January 2019** exam series and where relevant confirm marks and samples of candidates' work have been submitted to the awarding body deadline.

Submit any modified paper orders for the **Summer 2019** exam series and where/if relevant to any joint teaching arrangements, submit, through *CAP - Application for centre consortium arrangements for centre-assessed work (including Spoken Language Endorsements, GCSE English Language)*

Exam time

Confirm all exam materials have arrived and final arrangements are in place to successfully conduct the **January 2019** exam series.

Ensure all scripts are dispatched according to instructions and ensure any follow-up reports that may be required are sent to awarding bodies to the timeline required.

Results and post-results

Access the **November 2018** exam series results under restricted release arrangements and issue statements to candidates on results day.

Submit to the deadline any requests for *copies of scripts to support reviews of marking - Access to Scripts Service* where this service is made available by an awarding body.

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 **January**, including:

[Pre-exams](#)

Briefing candidates and staff *New resources for 2018/19*

- ▶ 'Instructions for candidates' briefing template (to support delivery of the 'Instructions to candidates' video)
- ▶ (New) Teacher exam handbook template

[Monthly support guides](#)

- ▶ Support guide for new exams officers: February 2019

Key documents added during **December**

[Exams review](#)

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

[Planning](#)

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

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

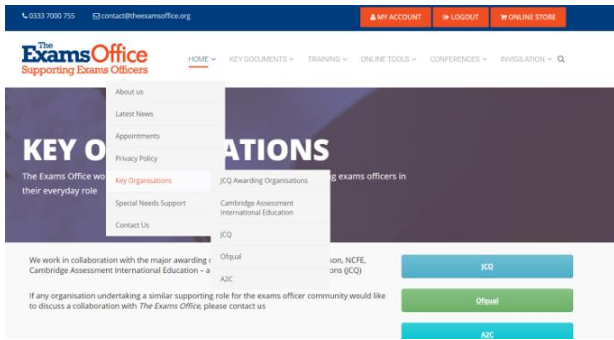
[Termly Exam Checklists](#)

- Spring term 2018/19

[Monthly support guides](#)

- ▶ Support guide for new exams officers: January 2019

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



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

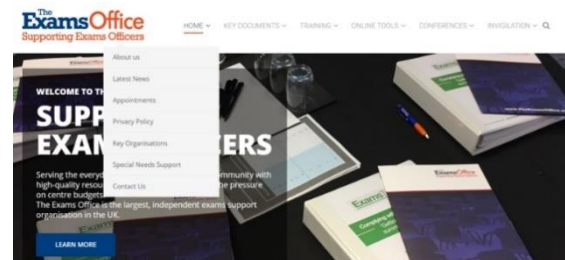
www.theexamsoffice.org/



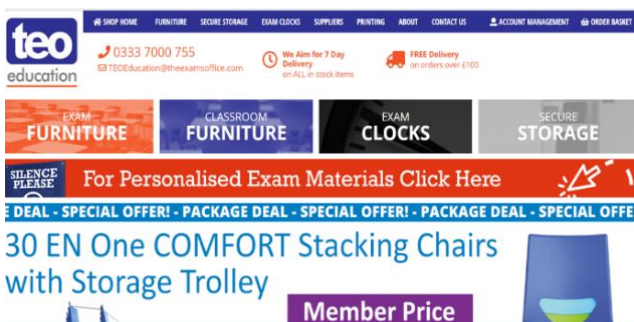
Home page

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

www.theexamsoffice.org/



TEO Education online store

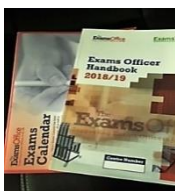


Fabulous value, high quality equipment including:

- 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

*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.



www.theexamsoffice.org/invigilator-training/

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.



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/