

MONTHLY UPDATE

MEMBER MESSAGE

Online video support

One area in which **The Exams Office** has developed its support for members in recent months is the availability of a series of [online videos](#). These have been devised to not only aid the knowledge and understanding of exams officers thus enabling them to effectively complete key tasks and meet deadlines, but also in training invigilators, providing instructions for candidates ahead of an exam series, and supporting invigilators at the start of an examination.

We are also providing videos to support each of our face-to-face training events. This ensures that those who attended these events can revisit the content and that those who were unable to attend also have access to this key information.

The following videos are available to members on our [Online Portal](#):

Actions for Autumn

These [10 bitesize videos](#) include the content of the new exams officer training delivered in September/October as part of the [Actions for Autumn training](#). These videos will support exams officers – particularly those new to the role – in planning and preparing for the academic year

Managing an exams series

These [12 bitesize videos](#) guide exams officers through the main aspects of preparing for and delivering an exams series. There is also information on preparing for results days, disseminating results to students and managing post-results services

Invigilator Training Presentation

This set of [16 training videos](#) have been designed to support new exams officers in delivering invigilator training. Videos have been filmed in a studio, within a school setting, and as animations to ensure that viewers are engaged whilst covering the relevant contents of JCQ's *Instructions for conducting examinations*. Videos are also available on administering access arrangements (including the role of a reader and a scribe).

Each video includes an introduction which explains the content, thus enabling those new to the role and possibly lacking the knowledge (and confidence) to deliver a training session, to offer a comprehensive in-house training programme to their invigilators which meets JCQ requirements.

Invigilator Training Videos

This set of [16 training videos](#) are presented without an introduction and are designed for exams officers who want to use this content as part of an 'in-house designed' training programme.

Invigilator Announcement

Members have access to an [audio and video version of the suggested invigilator announcement](#) – taken from JCQ's '*Suggested wording for invigilators' announcement at the beginning of written examinations*' (ICE, Appendix 3, page 62) – which can be used at the start of a written examination. Please note that the supplementary 'Invigilator Announcement Instructions' should be read before use.

Instructions for Candidates

An [animated video](#) has been produced which covers the main content of JCQ's '*Information for candidates for written examinations*' (ICE, Appendix 5, page 64). This can be shown to candidates prior to an exam series to highlight key exam regulations. This video has been viewed on over 5000 occasions since its' launch in early October. A [briefing template](#) is also available for centres to customise and issue to candidates at the time the video is presented.

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Exam Changes 2021/2022

In the coming weeks, we will add videos to complement our [Exam Changes training](#). We are awaiting the confirmed outcomes from the [latest DfE consultation on contingency arrangements for GCSE, AS, A level, Project and AEA](#) before filming. We hope to release the videos for this training by early/mid-December.

Our intention is to provide maximum value for money from a centre membership to **The Exams Office**, and we will ensure that this is the case by adding to the support available to exams officers each academic year.

November ARTICLE

This month's article looks at [Accessing the secure room and secure storage facility](#)

November EXAMS BLOG

This month's blog - [How to become an effective exams officer](#) - is written by Lynne Smith, exams officer at Bedford Girls School, who considers what is required to become an effective exams officer

TEO NEWS

What's new, updates and reminders from **The Exams Office**

National Association of Examinations Officers update

New message and articles from the NAEO:

Chief Executive Officer's Message: [The challenges faced by the exams officer community](#)

Articles: [Access arrangements – Roles and responsibilities](#)

Mindfulness and Wellbeing: [Gossip, gripes and grievances](#)

Exams Officer Annual Survey

The National Association of Examinations Officers (NAEO) survey closed at 17:00 on Friday 29 October.

Both the NAEO and The Exams Office would like to thank the over 1,000 individuals who took the time to complete the survey. The data collected will provide an invaluable snapshot of the challenges faced by those undertaking the exams officer role, along with evidencing when and where existing guidance and processes are working well - and not so well.

The findings of the survey will now be collated, analysed and a summary of the themes and corresponding recommendations/actions will be shared with members of the NAEO and The Exams Office.

This annual exercise will result in action, not just reflection. As its founding principles state, the NAEO:

- **Represents** the views of, and issues faced by, the exams officer community
- **Supports** exams officers in their professional development and at centre level
- **Influences** educational decision-makers when devising policy which impacts upon the exams officer community

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As promised, those entrants who chose to anonymously share their contact details with us will now be entered into the prize draw to win a gift voucher. The five lucky winners will be contacted over the coming days.

National Exams Officer Conferences update

Winter 2022 National Exams Officer Conferences

On Monday 8 November, the window to book to attend our Winter 2022 National Exams Officer Conferences will open.

Members are strongly encouraged to visit the [National Exams Officer Conferences](#) page of our website at their earliest convenience to book onto their chosen event, as we expect that demand for places will be high.

Additional information regarding the events, including the workshop hosts and titles, will be available to view from Monday 8 November onwards, too.

We very much look forward to welcoming you to our conferences once again.

Online Portal update

If on login to the [Online Portal](#) you are taken directly to your *Dashboard/List of Invigilator Users* area, click on the  menu (top left of screen) and select [Home Page](#) to access resources in the Members area.

[Key Dates Calendar Tool](#)

The tool has been updated to include JCQ key dates for summer 2022. Awarding body key dates for summer 2022 will be added to the tool as these are provided by each organisation.

[Policy Generator Tool](#)

The interactive **Exam Contingency Plan** template was updated (on 30 September) to reflect updates to Ofqual guidance ([What schools, colleges and other centres should do if exams or other assessments are seriously disrupted](#)) and again updated (on 18 October) on the issue of the JCQ Notice ([Preparing for disruption to examinations](#)). The Word version has also been updated [here](#).

[Exams Officer Digital Accreditation \(EODA\)](#)

The accreditation is soon to launch when all related JCQ publications for 2021/2022 have been made available. The latest information for members is provided [here](#).

Key documents update

The following are now available:

[Access arrangements: supervised rest break record template](#)
[Child Protection and Safeguarding Policy \(Exams\) template](#)
[Secure room/secure storage facility keyholder and access log template](#)
[\(Supporting your exams officer\) Checklist for senior leaders/line managers](#)

KEY TASKS and KEY DOCUMENTS

November key tasks

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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 September to December.

Note you should 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 in November/December
- preparation for the issue of **Autumn (November) 2021** series results in December (GCE), January (GCSE English Language and Mathematics) and February (All other GCSE)
- preparation for **January 2022** exams
- preparation for **March 2022** entries
- preparation for **Summer 2022** entries

Entries

Note the key date in early December for the release of basedata for the **Summer 2022** exam series – signalling a starting point (for centres using a MIS for exams administration) from when preparation for final entries could commence.

Pre-exams

(Where applicable) Continue to prepare for GCSE exams taking place in November-early December.

Exam time

(Where applicable) Conduct the November GCSE exam timetable.

Results and Post-Results

Receive and distribute certificates for the **Summer 2021** exam series.

(Where applicable) Prepare for the issue of GCE (**Autumn 2021** series) results in mid-December.

For more detailed information on key tasks and JCQ key dates, refer to the monthly support guide for new exams officers added to the website by the beginning of each month – see [November guide](#)

November key documents

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

See key documents to be published this month and those published in October:

- [Planning](#) documents
- [Entries](#) documents
- [Access arrangements](#) documents
- [Results and Post-Results](#) documents
- [Exam policy templates](#)
- [Invigilation support resources](#)
- [Exams review](#) documents
- [New Exams Officer guides](#)