

## MONTHLY UPDATE

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### MEMBER MESSAGE

*Season's greetings from all the team at **The Exams Office***

As 2021 draws to a close, our final update of the year contains a range of information to support exams officers in their role.

In addition to a range of documents which have been added to The Exams Office website, a [blog](#) on effective contingency planning and an [article](#) summarising the confirmed outcomes and contingency arrangements for exams in 2022, have been published.

The [Exams Timetable Tool](#) has been updated to include exams information from all the major JCQ awarding organisations, and the [Key Dates Calendar](#) contains a comprehensive list of key dates, where provided, for the January, February, March 2022 exam series' and JCQ, Pearson, WJEC Eduqas key dates for Summer 2022.

The Exams Office encourages all members to visit the [National Association of Examinations Officers \(NAEO\) website](#) which contains a range of useful information, including the following for December:

- A full analysis of the 2021 Exams Officer survey
- An article detailing roles and responsibilities relating to access arrangements (published in November)
- A message from the CEO
- Legal articles detailing advice and guidance for exams officers
- Hints, tips and guidance on mindfulness and well-being
- December 'Rewards' draw winners

[Membership to the NAEO is free](#) for members of The Exams Office.

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### December ARTICLE

This month's article - [Exams in 2022 - confirmed outcomes and contingency arrangements](#) - summarises the confirmed outcomes for exams in 2022 and the contingency arrangements if exams are cancelled due to public health issues and restrictions

### December EXAMS BLOG

This month's blog - [Five steps to effective exams contingency planning](#) - is written by Jugjit Chima who considers the importance of highlighting, and mitigating against, risks in the lead up to the summer exams series

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### 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: [December 2021](#)

Articles: [Exams Officer Survey 2021 - A full analysis](#); [Contracts of employment: What you should expect to see and getting it right from the start](#)

Mindfulness and Wellbeing: [Gratitude - Giving thanks](#)

#### **Exams Officer Survey 2021**

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The results – and analysis – of the survey are now available in the [articles section of the NAEO website](#).

In summary, the main outcomes from the 2021 survey are:

- 1 in 5 exams officers will be managing, administering and conducting a summer exams series for the first time in 2022
- Exams officer salaries are increasing
- 57.5% of exams officers are required to undertake an additional role within their centre
- Almost 1 in 3 exams officers do not have access to an annual appraisal
- 1 in 5 exams officers do not feel well supported or valued by their line manager/SLT
- There is a lack of contingency planning in a 37.8% of centres
- In 4 out of 5 centres, there is little or no succession planning in the event of the exams officer leaving their post/the appointment of a new exams officer
- 1 in 3 heads of centre/SLT do **not** read/refer to/familiarise themselves with the entire contents of the relevant JCQ publications but over 90% of heads of centre/SLT support their exams officer in ensuring compliance with JCQ regulations
- 55.3% of centres are experiencing/expect to experience issues with recruiting, training and/or retention of invigilators ahead of the summer 2022 exams series
- The support offered by awarding organisations to exams officers/centres is good - particularly from OCR

### **December 'Rewards' draw**

Congratulations to the following NAEO members who have been randomly selected to receive a £20 gift voucher in our December 'Rewards' draw:

- Lesley Haldene
- Elisabeth Eden
- Sabine Evans-Jones
- Karen Pollard
- Elisabeth Radbon

In mid-December, we will be making a Christmas draw, where the names of 5 lucky members will be drawn to receive a chocolate hamper.

### **National Exams Officer Conferences** update

#### **Winter 2022 National Exams Officer Conferences**

Since the booking window opened on Monday 8 November, the uptake of places to attend our Winter 2022 National Exams Officer Conferences has been very high.

Once again, 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.

Our Leeds and London events are now fully booked, but, as an alternative, places are still available in Manchester and Coventry. Our South West event in Bristol has a number of places still available, too.

Additional information regarding the events, including the workshop hosts and titles is available to view on our [website](#). The delegate letters for each event will be posted on the website in due course.

### **Online Portal** update

[Exams Timetable Tool](#)

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The tool has been updated with final timetables for Summer 2022 as provided to The Exams Office for inclusion by the awarding bodies.

### [Key Dates Calendar Tool](#)

The tool has been updated with Pearson and WJEC/Eduqas key dates (17 November) and again (29 November) with OCR key dates for Summer 2022. AQA key dates for Summer 2022 will be added once made available.

### [Policy Generator Tool](#)

Three new (for 2021/22) interactive templates will be added to the tool during December.

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

Launch announcement coming in January 2022.

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## KEY TASKS and KEY DOCUMENTS

### December key tasks

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

As the autumn term draws to a close there is still no let-up in the exams process. Many EOs will be involved in running internal exams/assessments, preparing for the **January 2022** exam series and preparing for the first issue of the **November 2021** exam series results released in mid-December.

#### Entries

Where applicable to your centre, collate final entries for the **March 2022** exam series (where an awarding body March series entry deadline falls in January).

Start to collect final entry information for the **Summer 2022** exam series.

#### Pre-exams

As December is a shorter month in terms of working days, undertake final checks to ensure you are ready to conduct exams that may be taking place in the **January 2022** exam series.

Where relevant to January entries, prepare to submit marks and samples of candidates' work to the awarding body deadline.

Liaise with the ALS lead/SENCo to determine modified paper requirements for the **Summer 2022** exam series.

#### Results and Post-Results

Prepare for results day(s) – start to consider what needs to be done in terms of preparing for the issue of **November** (Autumn) **2021** series GCE results in mid-December and GCSE English Language and Mathematics results in January.

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 [December guide](#)

### December key documents

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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 November:

- [Entries](#) documents
  - [Results and Post-Results](#) documents
  - [Invigilation support resources](#)
  - [Exams review](#) documents
  - [Termly exam checklists](#)
  - [New Exams Officer guides](#)
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