MEMBER MESSAGE

The Exams Officer Digital Accreditation (EODA)

Following the release of the final set of JCQ publications for the 2021/2022 academic year, we have published the Exams Officer Digital Accreditation (EODA). The EODA has been designed to support exams office staff in confirming their knowledge and understanding of exam regulations. Upon completion exams officers receive a certificate which can be used during an annual appraisal/performance management meeting.

What is the EODA?

The EODA is a timed, online certificated assessment which includes content from the following JCQ publications:

Section No.	JCQ publication	No. of questions	Maximum time allocation (minutes)
1	General Regulations for Approved Centres	10	6
2	Instructions for conducting examinations	20	12
3	Access Arrangements and Reasonable Adjustments	10	6
4	A guide to the special consideration process	5	3
5	A guide to the awarding bodies' appeals processes	5	3
6	Exam room posters	5	3
7	Information for candidates	5	3
8	Key dates in the examination cycle: Summer 2022 examination series	5	3
9	Post-Results Services	5	3
10	Suspected Malpractice: Policies and Procedures	5	3
		75 questions	45 minutes

Who is the EODA intended for?

The EODA is intended for new and experienced exams officers who want to evidence their knowledge and understanding of JCQ regulations.

However, those new to the role are encouraged to complete the New Exams Officer Induction and Assessment Module before attempting the EODA.

The EODA will also form a key part of the proposed *Exams Officer Professional Standards* which the National Association of Examinations Officers (NAEO) are launching in 2023. The NAEO have formally endorsed the EODA by the inclusion of its logo within the online certificate. Completion of the EODA will be one option for exams officers to confirm their knowledge and understanding of exam regulations – which is one of the key aspects of the professional standards.

Why should I use the EODA?/How will it help me in my role?

Previously, there has been no assessment for exams officers to measure and evidence their knowledge of JCQ regulations which is possibly the single most significant aspect of the exams officer role.

By successfully completing the EODA on an annual basis, exams officers will be confirming to senior leaders within their centre, and key stakeholders such as the JCQ and its member awarding bodies, that they possess a strong knowledge and understanding of the key regulations associated with the management, administration and conducting of examinations. This is a key element of qualifying an individual to undertake the role of exams officer within a centre.

The EODA will also support exams officers in their annual appraisal by suggesting areas of strength and areas for consideration/professional development during annual appraisals or meetings with line managers.

How do I access and complete the EODA?/Do I need to complete it on an annual basis?

The EODA is available via our Online Portal. We have also produced a short video which explains 'How to complete the Exams Officer Digital Accreditation'.

Exams officers must answer 75 questions in a maximum of 45 minutes across all the publications listed above. Questions are selected randomly from a bank of questions, and the accreditation can only be claimed when 100% is achieved across all assessment sections

Before certification is claimed the EODA can be attempted as many times as required, and each section can be restarted until 100% is achieved

EODA is an 'open-book' assessment where exams officers are permitted to consult the regulations whilst completing all sections

The EODA is updated on an annual basis to reflect any regulation changes, and therefore, exams officers are required to complete the EODA on an annual basis to confirm an up-to-date knowledge of exam regulations.

Upon successful completion, the EODA can be submitted for certification. This will generate an online certificate which confirms that a Pass has been achieved and the date of submission

Your administrator (very likely the exams officer) will have access to your online certificate and a further document which details each of the ten assessment sections

A certificate can be obtained each academic year upon successful completion of the EODA.

How much does it cost to complete the EODA?

The EODA is part of a centre membership to The Exams Office, therefore, there is no additional charge for members of The Exams Office to access the EODA.

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February ARTICLE

This month's article - The use of word processors across a large number of students or a whole cohort - highlights some of the areas which centres should address when considering the use of word processors across a significant number of candidates, or even a whole cohort

February EXAMS BLOG

This month's blog - Training your invigilators …with contingency in mind - is written by Lisa Longstaff, exams officer at Dunottar School, who considers the importance of training your invigilators ahead of the summer exam series

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TEO **NEWS**

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

(New) **Contingency and succession planning**

We are delighted to announce the launch of the Exams Manual to support contingency and succession planning within centres. This initiative has been devised in partnership with Pearson and endorsed by the National Association of Examinations Officers (NAEO).

National Exams Officer Conferences update

Winter 2022 National Exams Officer Conferences

An update on the status of the events was issued to members on 19 January.

This has been an incredibly difficult period for us to navigate, event-wise, and as all our members will know, unfortunately we took the difficult decision to cancel the events due to take place in Manchester, Leeds, Coventry and Bristol.

The remaining event in London will now take place with the same number of delegates, but over two consecutive days – Wednesday 9 February and Thursday 10 February. Those individuals who were already booked onto the original London event have been contacted to re-book onto one of the two dates.

The good news is that the presentations and workshops running in London will be filmed and the content will be available for all to view at their convenience through the virtual conference event platform. As with last year's event, virtual delegates will be able to submit questions to be answered by the workshop hosts.

The virtual conference event platform will go live towards the end of February and all the relevant details regarding how and when to access the content will be shared with members in the coming days. Along with member messaging, please keep an eye on the National Exams Officer Conferences page of our website.

National Association of Examinations Officers update

New message and articles from the NAEO:

Chief Executive Officer's Message: Is there an invigilator crisis looming ahead of the summer 2022 exams series?
Articles: (Exams) The skills required to be an effective exams officer; (Legal Services) Over-worked and Over-burdened in Education? Your Rights Explained
Mindfulness and Wellbeing: How to be a Mindful Exams Officer

'Rewards' draw

The randomly selected winners of the February draw are:

- Selina Trafford
- Zoe Brearley
- Sheelagh Hawkins
- Katherine McDiarmid
- Clare Delmont

Training reminder

Spring events

A reminder of upcoming Exams Officer and Senior Leader/Line Manager events and the booking protocols was issued on 27 January.

In summary, our Spring 2022 event dates and locations are:

New Exams Officer
01 March   Coventry
02 March   Bristol
08 March   Manchester

09 March   Leeds
15 March   London

Senior Leader/Line Manager
04 March   Coventry
16 March   London

See here for details of all our training events.

Online Portal update

Exams Officer Digital Accreditation (EODA)

The EODA is now available and can be accessed by visiting the Assessment area of the portal.

Training Videos

This following have been added to the portal:

- Video 1 - Exam regulation changes 2021/2022
- Video 2 - Exams and assessments in 2021/2022
- Video 3 - Post-16 Education Reforms
- Video 4 - Updates from The Exams Office and the National Association of Examinations Officers

To access the videos, visit the Training Videos area of the portal and filter by category **Exam changes 2021/2022**.

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KEY **TASKS** and KEY **DOCUMENTS**

February key tasks

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 January to March.

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
The focus is now on entries for the **Summer 2022** exam series, being managed alongside the shorter month of February (with a half term holiday period for some).

Entries
Submit final entries for the **Summer 2022** exam series prior to the February deadline.

Pre-exams
As applicable, prepare for the **March 2022** exam series.

Consider exam preparation tasks for the **Summer 2022** exam series.

Results and Post-Results
Submit to the deadlines (for GCE and the separate deadline for GCSE English Language and Mathematics) any final requests for reviews of results/copies of scripts to support teaching and learning.

Access the **November 2021** exam series results (for all other GCSE subjects) under restricted release arrangements and issue statements of results to candidates on results day.

MONTHLY UPDATE

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 February guide

February key documents

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

See key documents published/updated this month and those in January:

- Entries documents
- New Exams Officer resources

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