

## MONTHLY UPDATE

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### MEMBER MESSAGE

#### **A new year ...and new initiatives to support exams officers**

Firstly, a very happy New Year to our members. Although there is still some uncertainty over what the coming months will bring in the lead up to the summer exam series, The Exams Office is continuing to develop and extend the range of support materials and resources available to our members.

#### **Exams Officer Digital Accreditation (EODA)**

The [Exams Officer Digital Accreditation](#) is available to members via our Online Portal.

The EODA is a certificated, online timed assessment which measures knowledge across a range of JCQ publications which are relevant to the exams officer role.

By successfully completing the EODA, an exams officer will be able to evidence a comprehensive knowledge and understanding of the latest JCQ regulations – this could also support an annual appraisal or aid an individual's professional development.

The cost of the EODA is included within a centre membership to The Exams Office.

We are also delighted that the National Association of Examinations Officers (NAEO) has endorsed the EODA by the inclusion of its logo within the certificate and included EODA within the knowledge and understanding element of its proposed Exams Officer Professional Standards (see below).

For more information on the EODA please visit [The Exams Office website](#).

#### **Key Dates Calendar and Exams Timetable Tools**

To support exams officers in their planning for the summer 2022 exam series, both the [Key Dates Calendar](#) and [Exams Timetable](#) Tools have been updated to include the relevant information from the major JCQ awarding organisations.

#### **Exams Officer Conferences 2022**

From early January members will be updated on the status of the National Exams Officer Conferences planned to place in January and February 2022 (see TEO News below).

#### **Contingency and succession planning**

Later this month, we will be announcing the launch of major initiative to support centres with their contingency and succession planning.

#### **Professional Standards – Raising the profile and status of the exams officer role**

In the coming months, The Exams Office will be supporting the National Association of Examinations Officers (NAEO) with the launch of its professional standards programme for exams officers. As detailed above, we have already agreed for our EODA to be utilised as part of the knowledge and understanding element of the professional standards for exams officers.

Further information on this can be found on the NAEO website ([January CEO message](#)).

#### **Training for new exams officers – Preparing for the summer exam series**

If Government and public health guidelines allow, we will still be staging our *Spring into Summer* training for new exams officers.

This full-day training event supports those new to the role – and those requiring a refresher course – in preparing for the summer exam series.

For more details on the content of this training and how to book your place, please visit our [training website](#).

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### Articles & Blog

A range of articles and blogs have been published this month to support and guide exams officers. These include:

- [Receiving, checking and storing confidential examination materials](#) (TEO article)
- [Getting ready for the summer exam series – key tasks in January](#) (TEO blog)
- [Exams Officer Digital Accreditation \(EODA\) – supporting your professional development](#) (NAEO article)
- [Exams Officer Professional Standards](#) (NAEO CEO message)

### TEO membership fee

Since our formation in 2014, The Exams Office has adopted a policy of only increasing the membership fee when dictated to by increasing costs. However, when we have needed to increase the fee, this has resulted in some finance departments within centres questioning an above-inflation rise whilst failing to take into account the fact that our membership fee has not been increased for several years during which time we have observed increasing costs and devised a range of additional support materials and resources as part of the membership.

To address this, and to support exams officers in obtaining a membership, The Exams Office will be increasing the membership fee on annual basis (approximately in line with inflation) -this is also in line with other educational suppliers/organisations.

Therefore, from 1 January, the membership fee will be £260 (+VAT). We believe that not only does this still represent excellent value for money, but it will allow us to deliver additional support materials/resources to our members including backing for the National Association of Examinations Officers (NAEO).

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### January ARTICLE

This month's article - [Receiving, checking and storing confidential examination materials](#) - considers the regulations governing the receipt, checking and storage of confidential examination materials and what exams officers should be aware of to ensure that robust procedures are in place to manage the handling these materials

### January EXAMS BLOG

This month's blog - [Getting ready for the summer exam series – key tasks in January](#) - is written by Alexis Wragg, exams officer at Rugby School, who considers the key tasks which exams officers should be focusing upon in January

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### TEO NEWS

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

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

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

An [update](#) on the status of the events was provided to members on 6 January.

The latest information is available to view on our [website](#).

#### **National Association of Examinations Officers** update

New message and articles from the NAEO:

Chief Executive Officer's Message: [January 2022](#)

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Articles: [Exams Officer Digital Accreditation \(EODA\) – supporting your professional development](#); [Time Off in Lieu](#)

Mindfulness and Wellbeing: [Getting Mental Health Ready for the Exam Season](#)

### 'Rewards' draw

The winners of the Christmas chocolate hamper draw were:

- Linda Williams
- Theresa Prior
- Julianna Hall
- Renee Anderson-Waters
- Jayne Harris

The next draw will be our February 'Rewards' and the winners will be randomly selected at the end of January.

### Training update

#### Spring events

A reminder of our spring 2022 training event dates and locations:

#### 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

Please find details of all events [here](#).

### Online Portal update

#### Exams Officer Digital Accreditation (EODA)

This will be launched later in January and further information is now available to view on our [website](#).

#### Key Dates Calendar Tool

The tool has been updated (1 January) with AQA key dates for the Summer 2022 exam series and to reflect an [update to Pearson key dates](#) made on 7 December (change of date for fees charged for withdrawn entries, amendments and high late entry).

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## KEY TASKS and KEY DOCUMENTS

### January 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

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### Planning

As the spring term begins the exams process continues to build. For many this will be a time when mock exams/assessments are being conducted potentially alongside:

- making entries (**March** and/or **summer 2022** exam series)
- preparing for exams (**March** and/or **summer 2022** exam series)
- conducting external exams (**January 2022** exam series)
- processing results and administering post-results services (**November 2021** exam series)

### Entries

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

If not already underway or submitted, collate and finalise entries for the **Summer 2022** exam series prior to the February deadline.

### Pre-exams

Confirm all arrangements are in place to conduct the **January 2022** exam series and where relevant confirm marks and samples of candidates' work have been submitted to the awarding body deadline (where an awarding body deadline may fall in January).

Submit any modified paper orders for the **Summer 2022** exam series and where/if relevant to any joint teaching arrangements, submit centre consortium arrangements for centre assessed work using Centre Admin Portal (CAP).

### Results and Post-Results

Access the **November 2021** exam series results (GCSE English Language and Mathematics) under restricted release arrangements and issue statements to candidates on results day.

Submit to the deadlines (for GCE and the separate deadline for GCSE English Language and Mathematics) any requests for *copies of scripts to support reviews of marking - Access to Scripts Service*.

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 [January guide](#)

### January 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 December:

- [Planning](#) documents
- [Entries](#) documents
- [Exams review](#) documents
- [Termly exam checklists](#)
- [New Exams Officer guides](#)