

MONTHLY UPDATE

MEMBER MESSAGE

The countdown to the summer exams series has begun...

We hope that you have enjoyed some time off during half-term...and submitted the summer exam entries to the 21 February deadline!

Like our members, it has been another very busy period for staff at The Exams Office with a range of additional support for members in preparation for the summer exams series. This includes:

Invigilator Recruitment/Vacancy Map

To support members in the recruitment of invigilators, during the first week of March, we will be launching our Invigilator Recruitment/Vacancy Map.

We appreciate that invigilator recruitment is a significant issue for many centres ahead of this summer's exams series, and therefore we have created this tool to enable you to advertise your invigilator vacancies at no cost. We are confident that we can achieve maximum exposure for you in the recruitment of invigilators thanks to the support which has been offered by the Department for Education (DfE). DfE has agreed to publicise the Invigilator Recruitment/Vacancy Map to various organisations, communities and the wider public via its various communication channels ahead of this summer's exams series and beyond.

All centres can add their details to the map free of charge. The information will remain on the map until the end of June 2022, following which centres will be able to add updated information from September for the 2022/2023 academic year.

All members will be sent an email during week beginning 7 March with additional information on the Invigilator Recruitment/Vacancy Map and how to add your centre details.

National Exams Officer Conferences and Virtual Conference

Despite the staging of a very successful London National Conference (on two days to support social distancing) on 9 and 10 February, we were naturally disappointed that we were unable to deliver the planned conferences at our other venues. To support members who were unable to attend the London Conference, we have created the Virtual Conference.

As part of the Virtual Conference, the presentations delivered at the London conference are available to view until the end of April. You can also submit questions on viewing each presentation and access is available to all staff within centres, so please highlight the availability of the Virtual Conference to your head of centre, senior leaders and line manager.

For more information on how to access the Virtual Conference and the contents of the presentations please visit [The Exams Office website](#).

Contingency and succession planning – the Exams Manual

The launch of the Exams Manual in partnership with Pearson has been a huge success with 4400 member centres having received their manuals during February. We are delighted to see that exams officers across the country are beginning to add information to their centre Exams Manual including a record of the content of invigilator training, copies of exams-related policies/procedures and documents which have been used during the spring term. This is helping to achieve our aim of each exams officer creating a centre-specific Exams Manual which aids contingency and succession planning.

If you have not received your centre's manual, or you would like to order an additional copy (£15+vat), please email contact@theexamsoffice.com.

MONTHLY UPDATE

Additional copies of the Exams Manual will be available free of charge at our forthcoming exams officer and senior leader/line manager [Spring into Summer: Getting ready for the summer exams series](#) training events.

Exams Training

This is your final opportunity to book your place on the [Spring into Summer: Getting ready for the summer exams series](#) training events. The content for these events has been to support exams officers and senior leaders/line managers prepare for the forthcoming summer exams series.

Exams officer training (new exams officers and those requiring a refresher course) – *Spring into Summer: Getting ready for the summer exams series*

- [Coventry – 1 March](#) (booking window closed)
- [Bristol – 2 March](#) (booking window closed)
- [Manchester – 8 March](#)
- [Leeds – 9 March](#)
- [London – 15 March](#)

Senior leader/line manager training – *Supporting your exams officers, Spring into Summer: Getting ready for the summer exams series*

- [Coventry - 4 March](#)
- [London - 16 March](#)

Articles

The following articles have been published on The Exams Office and National Association of Examinations Officers (NAEO) websites. If appropriate, please share these with senior leaders within your centre:

The Exams Office

Article: [What to do if your head of centre fails to report a case of malpractice](#)

NAEO

CEO message: [Promoting and representing the exams officer community](#)

Article: [A centre-wide approach to sharing exam information with students ahead of the summer exams series](#)

Blog

Our [March blog](#) has been written by Katherine McDiarmid, exams officer at Kendrick School, who considers the key tasks which exams officers will be engaged in following the submission of examination entries and in preparation for the summer exams series.

National Association of Examination Officers (NAEO)

In the coming weeks, the NAEO will provide updates on the following:

- The appointment of the Chair of the NAEO
- Information regarding the Summer Conference which is taking place in Coventry on 5 July
- The Exams Officer of the Year award and details on how to nominate an individual
- Progress on the Exams Officer Professional Standards, including the formation of a Steering Group(s)

March ARTICLE

This month's article - [What to do if your head of centres fails to report a case of malpractice](#) - considers how an exams officer should deal with a situation where their head of centre decides not to report an instance of malpractice

MONTHLY UPDATE

March EXAMS BLOG

This month's blog - [Key tasks in the build up to the summer exams series](#) - is written by Katherine McDiarmid, exams officer at Kendrick School, who considers the key tasks which exams officers will be engaged in following the submission of examination entries and in preparation for the summer exams series

TEO NEWS

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

(New) **Invigilator Recruitment/Vacancy Map**

We are delighted to announce the launch of our Invigilator Recruitment/Vacancy Map to support centres in the recruitment of invigilators ahead of the summer 2022 exams series.

Further information will be sent to members during week beginning 7 March.

National Exams Officer Conferences update

The **2022 Virtual Conference** event platform is now open.

For access details please visit 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: [Promoting and representing the exams officer community](#)

Articles:

- (Exams) [A centre-wide approach in preparing your students for this summer's exams series](#)
- (Legal Services) [Whistleblowing - What are my rights and protections?](#)
- (Mindfulness and Wellbeing) [Emotional intelligence – The new 21st Century Currency](#)

'Rewards' draw

The randomly selected winners of the March draw are:

- Caroline Blyth
- Julie Reynolds
- Mark Ellis
- Janet Longmuir
- Susan Boreham

Training reminder

Spring events

Final opportunity to book your place on our Spring 2022 events:

New Exams Officer

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.

MONTHLY UPDATE

Updates reminder

Our [Updates page](#) continues to provide a central point of reference to:

- links to relevant information and updates as these are published by key stakeholders on the arrangements for exams and assessments
 - links to the latest updates from TEO
 - links to access individual key stakeholder websites, information and guidance
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KEY TASKS and KEY DOCUMENTS

March 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

March is likely to be another extremely busy month, where a wide variety of tasks may need to be undertaken across multiple exam series.

Main summer entries have been made and the focus turns to exams preparation (pre-exams).

Entries

Where an awarding body may offer a March entry deadline for certain qualifications, submit entries for the **Summer 2022** exam series that were not submitted at the same time as the main general qualifications summer 2022 entries in February.

Submit any entries where the awarding body provides an entry deadline in March to enter those candidates taking re-sits in June 2022 following the publication of **January 2022** exam series results.

Pre-exams

Start preparation for the **Summer 2022** exam series. Submit any requests for transferred candidate arrangements and ensure any outstanding access arrangement approvals have been/will be processed by the final deadline.

If not already undertaken, train/update your invigilation team.

Exam Time

Where applicable, conduct exams in the **March 2022** exam series.

Results and Post-Results

Manage the submission any final post-results services requests for the **November 2021** exam series to the March deadline(s) (for all other GCSE subjects offered as part of the exceptional Autumn 2021 examination series in England).

Manage the issue of results and any post-results services requests for the **January 2022** exam series.

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 [March guide](#)

March key documents

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

MONTHLY UPDATE

See key documents to be published/updated this month:

- [Termly Exam Checklists](#)
 - [Planning](#)
 - [New Exams Officer guides](#)
 - [Exams Key Terms Glossary](#)
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