

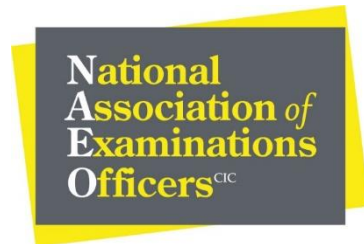
The
ExamsOffice

National Exams Officer Conferences 2022

London - 9 & 10 February



Welcome and introductions



Housekeeping

- Health and safety – COVID-19 measures
- Break/lunch and dietary requirements
- Venue facilities
- Exhibitors
- Rooming
 - Keynote speeches and breakout room 1 (England Suite)
 - Breakout room 2 (Ashes Suite – First floor)
 - Breakout room 3 (India Room – Second floor)





Timings

- 09.15: Introduction & message from the Minister
- 09.30: The Exams Office update
- 09.45: Workshop 1
- 10.45: Break
- 11.15: Workshop session 2
- 12.15: Lunch
- 13.15: Workshop session 3
- 14.15: Break
- 14:35 National Association of Examinations Officers update
- 14:50: Ofqual update
- 15.30: Prize draw
- 15.45: Close



A message for the exams officer community

Robin Walker - Minister of State (Minister for School Standards)





The Exams Office – Additional support

- Exams Manual – to support exams officers in their everyday role and to assist centres in their contingency and succession planning
- Exams Officer Digital Accreditation (EODA) – an online assessment to highlight knowledge and understanding of key exam regulations and to be utilised during annual appraisals/performance management
- Invigilator training videos – 16 studio, scenario and animation-based videos to use as a full ‘in-house’ training package or to support centre-designed training
- *Instructions for Candidates* video – to use in assemblies and teaching time to ensure candidate familiarity with *Instructions for conducting examinations, Appendix 5: Information for candidates for written examination*



The Exams Office – Updated support

- Online assessments including:
 - Invigilator Training and Assessment Module
 - Invigilator Digital Accreditation (IDA)
 - New Exams Officer Induction and Assessment Module
 - Senior Leader/Line Manager Training and Assessment Module

- Policy templates and the Policy Generator Tool

- Exams Timetable Tool

- Key Dates Calendar Tool

- Training Videos



The Exams Office – Forthcoming support

- Online Key Documents – all documents to be available online via the Online Portal. This will enable exams officers to:
 - View and search for all documents more easily
 - Select documents used within their centre to create a bespoke online ‘Centre Exams Handbook’
 - Categorise documents by academic term
 - Add the relevant documents in hard copy to your centre Exams Manual by academic term

- Launch date – September 2022

Virtual Exams Officer Conference

- Available during week beginning 14 February – all members will be sent an email informing them of when the Virtual Conference is available
- Available to all staff in all centres (including non-TEO members)
- Accessed via The Exams Office website – there will be a link to the Virtual Conference platform
- If you have any questions from a presentation on the Virtual Conference, you will be able to type and submit a question which will be sent to the presenting organisation

