

MONTHLY UPDATE

MEMBER MESSAGE

Final preparations for the summer exams series

With the summer exams series only a few weeks away, we have produced a number of resources to support members prepare for the first summer series since 2019.

Key documents and resources

Alongside guides to the [planning](#) and [entries](#) stage of the exam cycle, our [exam preparation](#) and [exam time](#) guides support you in getting ready for the summer exam series and beyond.

Our [summer term checklist](#) highlights the main tasks during the period April to August, alongside [monthly support guides](#) which are published by the beginning of the month to which they relate.

As JCQ publish release of results notification and post-results services information and guidance to centres for examinations taken in the June 2022 series, our resources relating to the [results and post-results stage](#) of the exam cycle will be updated.

The following documents may be of particular relevance to exams officers in the coming weeks (please visit the [Key Documents](#) section of our website for further information on our resources and support materials):

- [April support guide for new exams officers](#)
- [Summer term checklist](#)
- [A guide to managing exam preparation](#)
- [A guide to managing exam time](#)
- [A guide to dealing with candidate absence](#)
- [Deadlines for entries, fees and charges](#) please note that windows of opportunity to make changes without charge (or where refunds may be given for withdrawals) **may** still be available in April for some awarding bodies
- [Confidential materials log templates](#)
- [Candidate Declaration/Confirmation form template](#)
- [Access arrangements: managing emergency arrangements form template](#)

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: [Granting candidates separate accommodation during an exams series](#)

NAEO

CEO message: [Three major announcements](#)

Exams article: [Hints and tips for dealing with workplace disputes](#)

Legal article: [Managing and Appraising Performance – some legal issues](#)

Mindfulness and Wellbeing article: [Coping with change, challenge and fear](#)

Blog

Our [April blog](#) has been written by Jugjit Chima, who considers how exams officers and other key staff within a centre can prepare for the JCQ general inspection which will take place during this summer's exams series.

National Association of Examination Officers (NAEO)

The NAEO has announced the following in its latest update:

- The appointment of the Chair of the NAEO

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- The Exams Officer of the Year award and details on how to nominate an individual
- How exams officers can join the Exams Officer Professional Standards Steering Group

Invigilator Recruitment & Vacancy Map

To support members in the recruitment of invigilators, we have launched 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 possibly into the 2022/2023 academic year, 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.

The Exams Manual

Members are encouraged to add evidence of the content of their invigilator training and copies of the centre's exams-related policies to their [Exams Manual](#) in preparation for the JCQ general inspection and as the starting point for this resource to be utilised as a contingency and succession planning tool for the 2022/2023 academic year.

April ARTICLE

This month's article - [Granting candidates separate accommodation during an exams series](#) - considers the circumstances under which a candidate(s) may be offered separate accommodation during an exams series....and the potential knock-on effects of such a decision.

April EXAMS BLOG

This month's blog - [Preparing for the JCQ general centre inspection](#) - written by Jugjit Chima considers how exams officers and other key staff within a centre can prepare for the JCQ general inspection which will take place during this summer's exams series.

TEO NEWS

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

Invigilator Recruitment & Vacancy Map reminder

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.

National Exams Officer Conferences reminder

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2022 Virtual Conference

For information regarding how to access the content, please visit the [National Exams Officer Conferences](#) page of our website.

National Association of Examinations Officers update

(NEW) Exams Officer of the Year, 2022

Nominations are invited for this year's [Exams Officer of the Year](#) award.

At the National Association of Examinations Officers' conference, due to take place at the Coventry Building Society Arena on Tuesday 5 July 2022, the inaugural award of Exams Officer of the Year will be presented to the worthy winner.

Nominees for Exams Officer of the Year should have delivered excellence in their role. This may include positive change within their centre or beyond, devised innovative processes which increase efficiency or have effected a positive influence amongst their peers.

In order to enter, nominees should be nominated by a peer, colleague or senior leader, and seconded by a separate individual who also has a working relationship with the entrant.

The form to complete can be found on the [NAEO website](#) and entry will close on Tuesday 31 May.

(NEW) Steering Group Nomination

Applications are invited from those wishing to join the NAEO's [Exams Officer Professional Standards Steering Group](#).

Applicants are asked to outline the knowledge, skills or experience that would make you well placed to join the Exams Officer Professional Standards Steering Group once it is formed.

Applications should be made by completing the form on the [NAEO website](#). Once submitted, all nominations will be reviewed by the NAEO's expert panel and successful nominees will be contacted in due course.

Please note: A record has been kept of all those who have previously expressed an interest in supporting the work of the NAEO. Those individuals will automatically be considered, but may wish to complete the form also, so that their applications can be tailored.

(NEW) Message and articles:

Chief Executive Officer's Message: [Three major announcements](#)

Articles:

- (Exams) [Hints and tips for dealing with workplace disputes](#)
- (Legal Services) [Managing and Appraising Performance – some legal issues](#)
- (Mindfulness and Wellbeing) [Coping with change, challenge and fear](#)

'Rewards' draw

The randomly selected winners of the April draw are:

- Mike Flynn
- Tasneen Ahmed
- Sarah Rainford
- Sarah Gaskell
- Parvinder Kaur

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KEY TASKS and KEY DOCUMENTS

April key tasks

A very brief summary of main key tasks is provided here. In addition, the [summer term checklist](#) provides a general overview of key tasks and good practice during the period April to August.

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 main focus is likely to be preparation for the **Summer 2022** exam series.

Entries

Continue to monitor and check with teaching teams if their final entries for the **Summer 2022** exam series are still correct.

Note for qualification grades to be successfully awarded in summer 2022, entries must be accurate

Check entry feedback following the submission of any amendments. Particularly note and meet the April deadlines offered by some awarding bodies for making changes (amendments and withdrawals) to entries (without charge).

Pre-exams

Continue preparation for the **Summer 2022** exam series. Submit any known requests for alternative site arrangements to meet the required timeframe.

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

Results and Post-Results

Complete the administration of any post-results services for the **January 2022** exam series.

Manage results for the **March 2022** exam series and administer any post-results services.

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 [April guide](#)

April key documents

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/updated this month:

- [Exam Time](#)
 - [Exams Review](#)
 - [New Exams Officer guides](#)
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