

MONTHLY UPDATE

MEMBER MESSAGE

Last minute preparations ahead of the summer exam series

Exams officers everywhere will be undertaking last minute preparations ahead of the summer exam series. We fully appreciate that after three years since a summer exam series, it is not only new exams officers who may be unsure of what to expect in the coming weeks, and therefore we have produced a range of resources to help members ahead of, and during, the summer 2022 exam series.

Our [latest blog](#) – written by Alexis Wragg of Rugby School – considers some of the last-minute preparations which exams officers should be considering at this time of year, whilst our [latest article](#) – Exam day key tasks – guides exams officers through the tasks which will need to be undertaken on each exam day and some of the issues which an exams officer may face.

There is also some very [useful guidance](#) from the National Association of Examinations Officers for exams officers in centres where there are insufficient invigilators, and practical advice, hints and tips on how to [manage an invigilator shortage](#) by co-ordinating and managing examinations.

The NAO has also launched its search for the [Exams Officer of the Year for 2022](#), and is asking for nominations for exams officers who have delivered excellence in their role by:

- Delivering positive change within their centre or beyond, and/or
- Devising innovative processes which increase efficiency, and/or
- Having effected a positive influence amongst their peers

Finally, a range of documents and support resources have been produced in recent weeks to support you in your role as we approach the exam series. These include:

- [Arrangements for conducting exams in the candidate's home template](#)
- [Summer 2022: Application of the special consideration process template](#) (this also includes the process for managing candidates who are unable to sit an examination due to illness including Covid)
- [New exams officer monthly support guide: May 2022](#)
- [Summer exams: weekly report form template](#)
- [Summer term checklist](#)
- [Key tasks review checklist template](#)

As a reminder, you can view a summary of (and navigate to) our full range of documents and support resources from our [Key Documents](#) area.

So, **good luck everyone**, and remember that if you have any issues or concerns, contact the relevant awarding body – they are ready and fully prepared to help you.

As a reminder, JCQ's [Bulletin](#) (29 April) includes links to newly published [guidance for centres managing exams June 2022 series](#) which applies to timetabled examinations for general qualifications held in the June 2022 series. It outlines existing flexibilities as well as changes to the normal rules for conducting examinations and is designed to support centres experiencing disruption, including disruption due to Covid-19.

Content covers:

- Published start times
- Exam accommodation
- Invigilation requirements
- Subject teachers as invigilators
- Addressing challenges for individual candidates
- Remote invigilation

MONTHLY UPDATE

May **ARTICLE**

This month's article - [Exam day key tasks](#) - considers some of the key actions which an exams officer must take on each exam day

May **EXAMS BLOG**

This month's blog - [Last minute preparations ahead of the summer exam series](#) - written by Alexis Wragg, exams officer at Rugby School, considers areas where issues may occur and what you can do now to ensure that these are managed effectively

TEO **NEWS**

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

Training update

(NEW) Please visit our [Exams Training](#) website for more information – including dates and venues - for the following 2022/2023 training events:

- Exam Changes 2022/2023
- Actions for Autumn
- Spring into Summer
- Senior leader/Line manager training – Autumn and Spring

As we are currently updating our website and the booking system, bookings will be taken from early June. Members will receive an email when the booking window is open.

During 2021/2022 over 1800 exams officers and senior leaders attended our exam-related training events, and with capacities limited at each venue for 2022/2023, please ensure that you note these dates and book your place by the end of the summer term to avoid disappointment.

National Association of Examinations Officers update

(NEW) **NAEO Summer Conference 2022 – Becoming an effective exams officer**

In the coming weeks we will be emailing members with information relating to the National Association of Examination Officers inaugural summer conference which is due to take place in Coventry on 5 July.

The focus of the 2022 conference will be on helping you become an effective exams officer. Content will include workshops and keynote speeches – including from Ofqual's Chief Regulator, Dr Jo Saxton.

Workshop content will include a mixture of developing the skills required to become an effective exams officer, and hints, tips, and guidance to manage, administer and conduct examinations. The conference will end with the announcement of the [Exams Officer of the Year award](#) for 2022.

Although capacity will be limited to 250 delegates, The Exams Office – as the event sponsor - has secured priority booking for our members. You will receive an email in mid-May with details of how and when you can book your place.

For more information on the summer conference, please visit the [NAEO website](#)

(REMINDER) **Exams Officer of the Year, 2022**

MONTHLY UPDATE

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

(REMINDER) **Steering Group Nomination**

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

(NEW) **Message and articles:**

Chief Executive Officer's Message: [Support and guidance for exams officers \(including where there are insufficient invigilators\)](#) (published 22 April)

Articles:

- (Exams) [Managing an invigilator shortage - Summer 2022](#) (published 22 April)
- (Legal Services) [What Should You Include in Your Will?; Top 5 Tips for Choosing a Residential Conveyancer](#)
- (Mindfulness and Wellbeing) [Working as a Team](#)

'Rewards' draw

The randomly selected winners of the May draw are:

- Natalie Heath
- Hazel Turner
- Manminder Kaur
- Margaret D'Cruz
- Louise Richardson

KEY TASKS and KEY DOCUMENTS

May **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 focus is now clearly on last minute preparations for and conducting exams during May and June.

Entries

Continue to process any required changes to final entries for the **Summer 2022** exam series. Consider the impact any changes made at this late stage of the exam cycle will have on exam preparation tasks (rooming, seating, resources, invigilation, attendance registers, exam materials etc.).

Pre-exams

Submit internally assessed marks (and required samples of candidates' work to moderators) and endorsement grades to the awarding body deadline(s) for the **Summer 2022** exam series.

Provide any required NEA centre declaration forms to the awarding body deadline. Finalise exam preparation and be ready for exam time.

Exam time

Be ready to conduct the **Summer 2022** exam series.

MONTHLY UPDATE

Complete any required administrative follow up/reporting after an exam has taken place and to the timescale/deadline indicated by the awarding body.

Dispatch all exam scripts as required and manage collection of scripts as instructed for any exams held on Friday 27 May.

Results and Post-Results

Complete the management and administration of the **January 2022** exam series.

Complete the administration of any post-results services for the **March 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 [May guide](#)

May key documents

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

(REMINDER) New documents provided in April to support member centres:

- [Arrangements for conducting exams in the candidate's home template](#)
- [Summer 2022: Application of the special consideration process template](#) (updated 27 April)

See key documents to be published/updated this month:

- [Access arrangements](#)
 - [Results and Post-results](#)
 - [New Exams Officer guides](#)
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