

MONTHLY UPDATE

MEMBER MESSAGE

Exam series issues and preparing for results day(s)

We hope that exams officers have had a well-earned break during half term after delivering two weeks of the summer exam series – even those of you on full-time contracts. Unfortunately, the start of the series saw many exams officers experience a range of issues – which were probably to be expected as we return to a summer series after a three-year absence – some of which have been resolved whilst others have been noted and will be dealt with once the exam series has been completed.

Although there are still several weeks of exams to be delivered, exams officers must also turn their attention to preparing for results day(s). Several articles and support materials produced by The Exams Office and the National Association of Examinations Officers (NAEO) this month focus on the actions which exams officers must take, and the areas which they must be aware of, ahead of GCE and GCSE results days.

Finally, TEO are delighted to be supporting the NAEO's inaugural summer conference. The focus will be on 'Becoming an effective exams officer', with a range of workshops to support exams officers in acquiring the skills to perform their role effectively. There will also be a keynote speech from the Chief Regulator, Dr Jo Saxton, and the announcement of the 'Exams Officer of the Year'. Members of TEO have a 10-day priority period to book their place at the event taking place in Coventry on 5 July.

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: [Sharing examination information/results with third parties \(including parents\)](#)

NAEO

CEO message: [A testing start to the summer exam series](#)

Exams article: [Key Skills required to be an effective exams officer](#)

Mindfulness and Wellbeing article: [Creating a personal reaction plan](#)

Blog

Our [June blog](#) has been written by Jugjit Chima, who considers the main areas which exams officers should be aware of ahead of GCSE/GCE results days and post-results enquiries from candidates.

National Association of Examinations Officers (NAEO)

The NAEO has announced details of its inaugural Summer Conference which takes place in Coventry on 5 July.

Please visit the NAEO website for information on the workshops and keynote speeches, and how to book your place.

Exams Training

We have updated our training website and booking portal, and on Monday 13 June all members will receive an email informing them how to book a place at our autumn events.

The Exams Office annual dispatch

Please ensure that your membership to The Exams Office is up-to-date in order to receive your annual dispatch. This will include:

- An exams officer diary
- A4 exams calendar

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- A1 exams wall planner
- Exams 'To-do list' pad

The annual dispatch will be sent to member centres during week beginning 5 September.

A reminder from **OFQUAL**

The [Ofqual: rolling update](#) containing information on qualifications which have been disrupted by coronavirus (COVID-19), provides a reminder ([Checking exam papers](#)) for school leaders, and exams officers new to the position since the last exam series in 2019.

JUNE ARTICLE

This month's article - [Sharing examination information/results with third parties \(including parents\)](#) - considers when and how candidates are allowed to access their examination results, who is allowed to collect/receive these results, sharing information with third parties, and the rights of parents to have access to their child's examination information

JUNE EXAMS BLOG

This month's blog - [Preparing for results day\(s\) and enquiries about results](#) - written by Jugjit Chima, considers the main areas which exams officers should be aware of ahead of GCSE/GCE results days and post-results enquiries from candidates

TEO NEWS

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

National Association of Examinations Officers update

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

We are delighted to announce that, from Monday 6 June, the form to book onto our inaugural Summer Conference will be live and can be found by either following the link in the banner on the [homepage](#) or by visiting the [Summer Conference](#) page of the NAEO website.

Once your details have been submitted, you will receive an email confirming the provisional booking of your place, along with a summary of the information you have provided and the workshops you have booked to attend. You will then receive a further email which will contain details of how to pay for your place at the event. Once payment has been made, a final email will confirm your place and will set out a summary of key event information, including how to get to the venue, parking arrangements etc.

Up-to-date information regarding the event can be viewed by visiting the [Summer Conference](#) page of the NAEO website.

Should you have any questions regarding the event, please email: conference@thenaao.org.

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

The window to submit nominations for this year's [Exams Officer of the Year award](#) closed on Tuesday 31 May.

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Judging by the nominations received, it is clear that there are many exceptional exams officers showing an incredible level of commitment to their roles across the country – something which we already knew, but the standard of the nominations received has confirmed this.

The panel is already reviewing the supporting evidence received for all the nominations and the winner, along with two runners up will be announced at the [Summer Conference](#).

(REMINDER) Steering Group Nomination

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

To express your interest in becoming involved in this important and influential piece of work, please complete and submit the [Steering Group Application Form](#).

The window for expressions of interest will close at the end of the month.

(NEW) Message and articles:

Chief Executive Officer's Message: [A testing start to the summer exam series](#)

Articles:

- (Exams) [CPD - Acquiring the skills needed to be an effective exams officer](#)
- (Legal Services) ["No-fault Divorce" - What Does This Mean for Separating Couples?](#)
- (Mindfulness and Wellbeing) [Creating a personal reaction plan](#)

'Rewards' draw

The randomly selected winners of the June member rewards draw are:

- Alice Monard
- Marlena Flinn
- Steve Dale
- Joanne Latham
- Christine Crabtree

Well done to the individuals above. A £20 gift voucher will be on its way to you.

Training update

(REMINDER) Autumn term 2022 training dates and locations

Exam Changes (covering JCQ changes for the 2022/2023 academic year)

- Coventry – 28 September
- London – 5 October
- Leeds – 10 October
- Manchester – 12 October
- Bristol – 20 October

Additional dates in London and Leeds will be added in early November if demand exceeds capacity

Actions for Autumn (for new exams officers/refresher course on the key areas of exam administration from October to February)

- Coventry – 29 September
- London – 4 October
- Leeds – 11 October
- Manchester – 13 October

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- Bristol – 19 October

Senior Leaders/Line Managers (exam changes and how to support your exams officer)

- London – 6 October

On Monday 13 June an email will be sent to members with details of how to book a place on the events above.

Updates from stakeholders

(REMINDER) Our [UPDATES](#) page continues to summarise and link to the some of the latest information and updates from key stakeholders

KEY TASKS and KEY DOCUMENTS

June 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

Exam time may prompt questions to be asked about exams next year, so be prepared.

The issue of final timetables for the **November 2022** exam series on awarding body websites is a useful point of reference for questions about exam dates.

Under normal circumstances final timetables for the following summer's exam series would be issued by the end of June. JCQ has confirmed that the **Summer 2023** provisional exam timetables will be published later than usual this year to allow time to evaluate the changes to this summer's timetable to put more time between exams in each subject.

Consider planning for the new academic year and start to gather any updated information for 2022/23 as this is made available by JCQ and relevant awarding bodies.

Entries

Continue to submit to the relevant awarding body any required amendments and any withdrawals for the **Summer 2022** exam series up until the time of the exam and even beyond. A mismatch of entries with those candidates who actually sat an exam could delay the issue of results if not resolved.

Pre-exams

Continue to manage preparation for conducting the **June** exam timetable

Exam time

Resume managing the **June** exam timetable (after any half term holiday period you may have managed to take). Ensure all required post-exam related follow up is completed and appropriate information submitted to the awarding body according to the timelines required. Confirm all exam scripts have been dispatched as required. Ensure any communications or queries from awarding bodies on post-exam related matters are dealt with as a priority.

Results and Post-Results

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

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Confirm any required results reporting deadlines and processes for other/vocational qualifications are known, understood and followed.

As the pressure of the **June** exam timetable starts to ease, consider preparation for results day(s) and beyond.

Exams review

Consider good practice and carry out an annual review of the work undertaken, and the service provided by the exams office(r).

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 [June guide](#)

June key documents

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

(REMINDER) Updated documents provided in May to support tasks for the summer exam series:

- [A guide to managing results and post-results](#)
- [A guide to administering post-results services](#)
- [Post-results services: deadlines, fees and charges template](#)
- [Post-results services: request, consent and payment form template](#)

See key documents to be published/updated this month:

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