

## MONTHLY UPDATE

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### MEMBER MESSAGE

#### **Well done to every exams officer for successfully completing the summer exam series!**

We will be acquiring feedback from members in the coming weeks over the issues which were faced over the exam period, but after three summers since an exam series it should be expected for some colleagues – especially those who are new to the role since 2019/2020 – to encounter, and have to overcome, unexpected difficulties.

The focus now turns to results and post-results, and to support members in this aspect of their role and the exam cycle, we have produced the following support materials:

- Exam blog (July/August) – [Preparing for restricted release of results](#)
- Exam blog (June) - [Preparing for results day\(s\) and enquiries about results](#)
- Exam article (June) - [Sharing examination information/results with third parties \(including parents\)](#)
- Key Documents:
  - [A guide to managing results and post-results](#)
  - [Awarding body results and post-results information links template](#)
  - [Candidate permission form template](#)
  - [Certificate collection information for candidates template](#)
  - [Moderation returns log template](#)
  - [Results day checklist template](#)
  - [A guide to administering post-results services](#)
  - [Post-results services: deadlines, fees and charges template](#)
  - [Post-results services: request, consent and payment form template](#)
  - [Post-results services: tracking log template](#)
  - [Post-results services checklist template](#)

On 5 July, the National Association of Examinations Officers will be hosting its inaugural [Summer Conference](#), and we are pleased to report that as sponsors of the event, The Exams Office has arranged for the event to be filmed to allow all exams officers to view the contents of the conference. This footage will be available later in July.

Finally, for those of you who are keen to 'get ahead' and start planning for tasks which will need to be undertaken by/at the start of the new academic year, please read our July article which supports exams officers in [Preparing for the new academic year](#).

Finally, please note that our next monthly update will be sent to members on 5 or 6 September.

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### JULY ARTICLE

July/August's article - [Preparing for the new academic year](#) – considers tasks which could be undertaken in the coming weeks to review the current academic year/summer series and help ensure that you are fully prepared and 'ahead of the game' by the start of the 2022/2023 academic year

### JULY EXAMS BLOG

July/August's blog - [Preparing for the restricted release of results](#) - written by Jugjit Chima, considers the tasks which an exams officer will need to undertake on the day prior to results day(s)

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### TEO NEWS

## MONTHLY UPDATE

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

### Key Documents

(UPDATE) From early July 2022 onwards, links to 2021/22 versions of many of our [key documents and resources](#) will start to be deactivated until reviewed/updated versions are provided for 2022/23.

### National Association of Examinations Officers update

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

Places are still available at the NAEO's Summer Conference and can be booked by either following the link in the banner on the [homepage](#) or by visiting the [Summer Conference](#) page of the NAEO website.

Further to our recent email to all members, following requests received from a number of our members, and after securing additional funding/sponsorship from *The Exams Office*, we are pleased to announce that all NAEO member bookings made will also include **an additional free place** for one colleague with responsibility for exams from your centre to join us at the event. This could be an exams assistant, line manager or senior leader from your centre.

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](mailto:conference@thenaao.org).

We very much look forward to welcoming our members at the event.

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

As communicated in last month's update, the window to submit nominations for this year's [Exams Officer of the Year award](#) closed on Tuesday 31 May.

The NAEO's Chair, Timothy Fisher and Dr Jo Saxton, Chief Regulator at Ofqual, very much look forward to presenting the award to the worthy winner and the two runners up at our [Summer Conference](#).

(REMINDER) **Steering Group Nomination**

Many thanks to those who put their names forward to be involved with the NAEO's Exams Officer Professional Standards Steering Group.

All those who expressed their interest to join the group will be contacted in the coming days to confirm whether or not they will be involved and, if successful, details of next steps.

(NEW) **Message and articles:**

Chief Executive Officer's Message: [The launch of the Exams Officer Professional Standards Steering Group](#)

Articles:

- (Legal Services) [Morrish Solicitors - Trusted Legal Services](#)
- (Mindfulness and Wellbeing) [Preparing for the day – setting yourself up for success](#)

**'Rewards' draw**

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

- Kalyani Menon
- Gail Divall
- Claire Moody
- Mirella Couchman

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- Jessica Bowen

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

### Training update

#### (REMINDER) Exams Training for exams officers 2022/23

Just a reminder that we are taking bookings for the following training events taking place during the 2022/23 autumn term:

#### **Exam changes** - for experienced exams officers

A training event specifically for experienced exams officers focusing upon exam regulation changes (JCQ, DfE and Ofqual) for the new academic year and how these will impact upon your role in your centre. See [here](#) for more information and to book your place.

#### **Actions for Autumn** - for new exams officers

This event supports new exams officers with a step by step guide to the key tasks which they will need to undertake in their new role. We will also be providing a range of good practice, hints and tips for general qualifications and the opportunity to network with colleagues. See [here](#) for more information and to book your place.

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## KEY TASKS and KEY DOCUMENTS

### July 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 planning for the new academic year may already be underway in centres.

**Gather information:** As good practice, undertake a qualifications/data check annually with teaching teams – possibly start to gather this information before the end of the summer term if this is an option for you. JCQ publications and awarding body exams administration information for 2022/23 will be made available when content is confirmed. Gathering information will help to build your annual exams plan for 2022/23.

**Share information:** Consider compiling a checklist for 2022/23 to help ensure relevant updated publications are signposted to relevant centre staff and, at the appropriate time, with candidates in your centre.

#### **ENTRIES**

Note the **November 2022** (GCSE) exam series entry deadline (normally very early October) when confirmed on the publication of JCQ's [Key Dates](#) information.

#### **RESULTS AND POST-RESULTS**

Prepare for results day(s) in August. Ensure candidates are aware how results will be issued to them. Prepare to deal with any enquiries about or requests for post-results services.

#### **EXAMS REVIEW**

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**Key tasks review:** Reflect on the essential and good practice tasks that need to be undertaken to effectively manage the end of the 2021/22 academic year and prepare for the start of the 2022/23 academic year.

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 [July guide](#)

### July **key documents**

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

(REMINDER) Updated documents have been provided to support the summer results and post-results period:

- [A guide to managing results and post-results](#)
- [Awarding body results and post-results information links template](#)
- [Candidate permission form template](#)
- [Certificate collection information for candidates template](#)
- [Moderation returns log template](#)
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See key documents to be published/updated this month:

- [PLANNING](#) documents including:
    - [A GUIDE TO MANAGING EXAM PLANNING](#)
    - [INFORMATION GATHERING FORM TEMPLATE](#)
    - [ANNUAL QUALIFICATIONS PLAN TEMPLATE](#)
  - [EXAM ENTRY/RE-SIT FORM TEMPLATE](#)
  - [AUGUST SUPPORT GUIDE](#)
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