

**REMINDER:** Refer to our [JCQ page](#) for an ongoing summary of JCQ 2022/23 updated publications

(24/08/2022) **THE EXAMS OFFICE – MANAGING GCSE RESTRICTED RELEASE AND RESULTS DAY UPDATE** sent to your inbox today

(19/08/2022) **Exams officer training – 2022/2023 academic year** sent to your inbox today

(15/08/2022) **Key Dates Calendar Tool** updated

(01/08/2022)

- **The Exams Office – August 2022 update** sent to your inbox today
- **August Update** published

(14/07/2022) The **NAEO** issues videos and photographs from its **Summer Conference 2022**

(04/07/2022) **The Exams Office – July 2022 update** sent to your inbox today

(01/07/2022) **July Update** published

(27/06/2022)

- July/August exams blog published – **Preparing for restricted release of results**
- July article published – **Preparing for the new academic year**

(13/06/2022) **Exams officer training – 2022/2023 academic year** sent to your inbox today

(06/06/2022) **The Exams Office – June 2022 member update** sent to your inbox today

(01/06/2022) **June Update** published

(31/05/2022) June article published – **Sharing examination information/results with third parties (including parents)**

(30/05/2022) June exams blog published – **Preparing for results day(s) and enquiries about results**

(13/05/2022) **The Exams Office – Summer 2022 exam series** sent to your inbox today

(03/05/2022) **The Exams Office – May 2022 Member Update** sent to your inbox today

(02/05/2022) **May Update** published

(27/04/2022) **Summer 2022: Application of the special consideration process template** updated (to reflect the JCQ updates to Form 14 for centres in England)

(25/04/2022)

- *National Association of Examinations Officers – Update* email sent to members today
- May exams blog published – **Last minute preparations ahead of this summer's exams series**
- May article published – **Exam day key tasks**

(22/04/2022) Insufficient invigilators ahead of this summer's exams series? See **NAEO update** and **article**

(20/04/2022) Provided to support member centres:

- **Arrangements for conducting exams in the candidate's home template**
- **Summer 2022: Application of the special consideration process template**

(01/04/2022)

- **The Exams Office – April 2022 member update** sent to your inbox today
- **April Update** published

(28/03/2022)

- April exams blog published – **Preparing for the JCQ general inspection**
- April article published – **Granting candidates separate accommodation during an exams series**

(08/03/2022) **The Exams Office Invigilator Recruitment and Vacancy Map** sent to your inbox today

(01/03/2022)

- **The Exams Office – March 2022 member update** sent to your inbox today
- **March Update** and **video update** published

(28/02/2022) March exams blog published – **Key tasks in the build up to the summer exams series**

(25/02/2022) March article published – **What to do if your head of centres fails to report a case of malpractice**

(21/02/2022) **The Exams Office Virtual Conference 2022** sent to your inbox today

(01/02/2022) **The Exams Office – February 2022 member update** sent to your inbox today

(31/01/2022) **February Update** and **video update** published (01/02/2022)

(30/01/2022) February exams blog – **Training your invigilators ...with contingency in mind** – published

(29/01/2022) February article – **The use of word processors in an examination across a large number of candidates or a whole cohort** – published

(27/01/2022) **Exams Officer and SLT training – Preparing for, and delivering, the summer exams series** email sent to your inbox today

(25/01/2022) **Exams Manual dispatch to centres** email sent to your inbox today

(19/01/2022) **Exams Officer Conferences 2022: Coventry and London Conferences update** sent to your inbox today

(10/01/2022) **The Exams Office – January 2022 update** sent to your inbox today

(07/01/2022) **January Update** and **video update** published (09/01/2022)

(06/01/2022) **The Exams Office – Exams Officer Conferences 2022 update** sent to your inbox today

(01/01/2022)

- **Key Dates Calendar Tool** updated (AQA Summer 2022 exam series key dates added and change of date for when Pearson fees charged for withdrawn entries, amendments and high late entry – Summer 2022 exam series)
- January exams blog published – **Getting ready for the summer exam series – key tasks in January**
- January article published – **Receiving, checking and storing confidential examination materials**

(15/12/2021) **Exams Officer Conferences 2022 update** sent to your inbox today

(03/12/2021) **December Update** and video update published (06/12/2021)

(02/12/2021) **Exams Timetable Tool** updated

(01/12/2021) December blog published – **Five steps to effective exam contingency planning**

(29/11/2021) December article published – **Exams in 2022: confirmed outcomes and contingency arrangements**

(28/11/2021) **Key Dates Calendar Tool** updated

(17/11/2021) **Key Dates Calendar Tool** updated

(15/11/2021) **The Exams Office – update for week ending 12 November** sent to your inbox today

(08/11/2021) **The Exams Office – National Conferences 2022** update sent to members (this also includes a stakeholder update from 1-5 November)

(01/11/2021)

- **The Exams Office – November 2021 Member Update** sent to your inbox today
- **November Update** published
- November article – **Accessing the secure room and secure storage facility** – and exams blog – **How to become an effective exams officer** – published

(25/10/2021)

- **The Exams Office – update for week ending 22 October** sent to your inbox today

- **Key Dates Calendar Tool** updated with JCQ key dates – Summer 2022

(18/10/2021)

- *Exams Contingency Plan* template updated (both **here** and in the **Policy Generator Tool**)
- **The Exams Office – update for week ending 15 October** sent to your inbox today

(11/10/2021) **The Exams Office Update – 11 October 2021** sent to your inbox today

(06/10/2021) Updated **Exam and assessments in 2021/2022 slides presentation** from the *Exam Changes* training

(04/10/2021) *The Exams Office – Members Update October 2021* sent to your inbox today

(01/10/2021)

- **October Update** published
- **2021/22 NAEO Annual Survey** launched

(30/09/2021) **Exam Contingency Plan template** updated (and the interactive template updated in the **Policy Generator Tool**) to reflect updates to the guidance – **What schools, colleges and other centres should do if exams or other assessments are seriously disrupted**

(27/09/2021)

*The Exams Office Update – Invigilator Training Videos and Online Assessments* sent to your inbox today

Exams Blog published – **Support for exams officers**

Article published – **Why exams officers should not act as invigilators**

(23/09/2021) Article published – **Managing and administering University Admission Tests (UATs)**

(17/09/2021) *The Exams Office – Key Documents and Exam Policies update* sent to your inbox today

(13/09/2021) *The Exams Office Update – 13 September* sent to your inbox today

(06/09/2021) *The Exams Office – September 2021 Member Update* sent to your inbox today

(06/09/2021) September Article published: **New exams officers: A guide to starting your new role**

(06/09/2021) **September Update** published

(06/09/2021) *September Monthly Update Video* published

(01/09/2021) September Blog published: **The National Association of Examinations Officers (NAEO) – What are its aims and objectives, and why should I join?**

(01/09/2021) Celebrating the launch of the **National Association of Examinations Officers (NAEO)**

(01/09/2021) **2021/22** modules now available in the **Assessment Portal**

(01/09/2021) New exams officers – **supporting you in your new role**

## **INFORMATION AND UPDATES FROM TEO 2020/21**

(24/08/2021) **Key Dates Calendar Tool** updated

(16/08/2021) *The Exams Office – Exams and assessments 2020/2021 (including GCE & GCSE results roundup) update for week ending 20 August* sent to your inbox today

(09/08/2021) *The Exams Office - August Member Update* sent to your inbox today

(09/08/2021) *Video Update 23* published

(02/08/2021) **August Update** published

(22/07/2021) August article – **Examinations in summer 2022** – published

(19/07/2021) **Key Dates Calendar Tool** updated

(19/07/2021) *The Exams Office – Exams and assessments 2020/2021 update for week ending 16 July* sent to your inbox today

(19/07/2021) *Video Update 23* published

(12/07/2021) *The Exams Office – Exams and assessments 2020/2021 update for week ending 9 July* sent to your inbox today

(12/07/2021) *Video Update 22* published

(05/07/2021) *Video Update 21* published

(01/07/2021) *The Exams Office – July Member Update* sent to your inbox today

(01/07/2021) *Video Update 20* published

(29/06/2021) **July Update** published

(28/06/2021) July article – **Sharing examination information with students, and examination results with parents and third parties** – published

(28/06/2021) July Exams blog – **Preparing for and managing results day** – published

(21/06/2021) *The Exams Office – Exams and assessment update for week ending 18 June* sent to your inbox today

(21/06/2021) *Video Update 19* published

(15/06/2021) (Summer 2021) **Information for Candidates – Results, Appeals & Certificates template** published

(14/06/2021) (Summer 2021) **A guide to preparing for results day(s) and the post-results period** updated

(14/06/2021) *The Exams – Exams and assessment update for week ending 11 June* sent to your inbox today

(14/06/2021) *Video update 18* published

(11/06/2021) *Provisional Exams Timetable Tool* updated - see details **here**

(11/06/2021) *Exams Timetable Tool* updated - see details **here**

(11/06/2021) *Key Dates Calendar Tool* updated - see details **here**

(10/06/2021) *The Exams Office Virtual Conference – Member survey* sent to your inbox today

(07/06/2021) *The Exams Office June 2021 update* sent to you inbox today

(07/06/2021) *Video update 17* published

(04/06/2021) **June Update** published

(31/05/2021) (Summer 2021) **A guide to preparing for results day(s) and the post-results period** published

(31/05/2021) June Article – **Awarding in 2021 – Summer term key tasks and timelines** – published

(28/05/2021) June Exams Blog – **Training options for exams officers in 2021/2022** – published

(24/05/2021) *The Exams Office – Exams and assessment update for week ending 21 May* sent to your inbox today

(24/05/2021) *Video update 16* published

(17/05/2021) *The Exams Office – Exams and assessment update for week ending 14 May* sent to your inbox today

(17/05/2021) *Video update 15* published

(10/05/2021) **Timelines and Key Dates template** updated (replacement of Ofqual information on the submission of sample evidence with JCQ information on the submission of sample evidence and the review of sample evidence)

(10/05/2021) *The Exams Office – Exams and assessment update for week ending 7 May* sent to your inbox today

(10/05/2021) *Video Update 14* published

(04/05/2021) **Conflicts of Interest Policy template** updated (removal of confidentiality requirement in relation to endorsements)

(04/05/2021) *The Exams Office – May Member Update* sent to your inbox today

(03/05/2021) *Video Update 13* (including the May Member Update and stakeholder information for w/e 30 April) published

(03/05/2021) **May Update** published

(26/04/2021) *Video Update 12* (stakeholder information for w/e 23 April) published

(26/04/2021) **Timelines and Key Dates template** published to support the arrangements for summer 2021 (updated 27/04/2021)

(26/04/2021) *The Exams Office – Summer 2021 Grading and Awarding update for week ending 23 April* sent to your inbox today

(22/04/2021) Update: *The Exams Office – Virtual Conference 2021: The Q&A session with JCQ* is live from 10:00 today on the event platform – **read more here...**

(19/04/2021) *The Exams Office – Information summary for week ending 16 April* sent to your inbox today

(18/04/2021) *Video Update 11* (stakeholder information for w/e 16 April) published

(12/04/2021) *Video Update 10* (April update and stakeholder information for w/e 2 April and w/e 9 April) published

(06/04/2021) Read the latest Exams Blog - **The exams officer role in the summer 2021 grading and awarding process**

(06/04/2021) Read our latest articles – **A guide to grading and awarding Summer 2021 – GCSE, GCE, Project Qualifications and Advanced Extension Award in maths** and **A guide to grading and awarding Summer 2021 – Vocational and Technical Qualifications**

(12/04/2021) *The Exams Office – April 2021 Member Update* sent to your inbox today

(12/04/2021) **Templates** published to support the arrangements for Summer 2021 as follows:

- Conflicts of Interest Policy template**
- Malpractice Policy template**
- Candidate Confirmation forms template**
- Candidate marks and grades template**

(06/04/2021) **April Update** published

(30/03/2021) The **Key Dates Calendar Tool** and composite spreadsheet have been updated

(29/03/2021) *A summary of key information relating to Exams and Assessments in 2020/2021 from stakeholders for week ending 26 March* sent to your inbox today

(28/03/2021) *Video Update 9* (stakeholder information for w/e 26 March) published

(25/03/2021) Update: *The Exams Office – Virtual Conference 2021: The Q&A sessions with The Exams Office and Ofqual* went live at 10:00 today on the event platform – **read more here...**

(22/03/2021) *The Exams Office – A summary of key information relating to Exams and Assessments in 2020/2021 from stakeholders for week ending 19 March* sent to your inbox today

(21/03/2021) *Video Update 8* (stakeholder information for w/e 19 March) published

(16/03/2021) *Video Update 7* (stakeholder information from 8-15 March) published

(16/03/2021) *The Exams Office - Exams and Assessments 2020/2021 Stakeholder update for the period 8-15 March* sent to your inbox today

(15/03/2021) **National Exams Officer Winter 2021 Virtual Conference – event platform now live**

(15/03/2021) *The Exams Office – National Exams Officer Winter 2021 Virtual Conference* update sent to your inbox today

(09/03/2021) *The Exams Office -Virtual Conference 2021* update sent to your inbox today

(08/03/2021) *Exams and assessments 2020/2021 – Stakeholder update for week ending 5 March* sent to your inbox today

(01/03/2021) *Video Update 6* (1 March) published

(01/03/2021) **March Update** published

(26/02/2021) March **Articles** – *Grading and awarding in 2021 – Decisions on how GCSE, AS and A level grades will be determined and the awarding of VTQs and other general qualifications* **and Exams officer 2020 survey – summary and outcomes** – and **Blog** – *The importance of developing your skills* – published

(01/03/2021) *The Exams Office – March 2021 update* sent to your inbox today

(16/02/2021) New template added to the **Policy Generator Tool** – *Certificate Issue Procedure and Retention Policy*

(15/02/2021) *Exams and assessments 2020/2021 Update (w/e 12 February)* sent to your inbox today

(14/02/2021) *Video Update 5* (12 February) published

(08/02/2021) *Video Update 4* (5 February) published

(08/02/2021) *Exams and assessments 2020/2021 update (w/e 5 February)* sent to your inbox today

(03/02/2021) *The Exams Office – February update* sent to your inbox today

(02/02/2021) *Video update 3* (2 February) published

(01/02/2021) **February Update, Article** and **Blog** published

(25/01/2021) *The Exams Office – Exams and assessments 2020/2021 Video Update 2* sent to your inbox today

(24/01/2021) *Video Update 2* (22 January) published

(21/01/2021) *Exams Timetable Tool* and *Key Dates Calendar Tool* updated and updates reflected in composite spreadsheets **here**

(19/01/2021) **Policy Checklist** updated to confirm which templates are also available in the **PGT**

(18/01/2021) *The Exams Office – Exams update – January 2021* sent to your inbox

(18/01/2021) *Video Update 1* (15 January) published

(12/01/2021) *Winter 2021 Virtual Conference update* sent to your inbox today – please also visit our **National Exams Officer Conferences** page for the most up to date information regarding the rescheduled event

(04/01/2021) *The Exams Office – January 2021 update* sent to your inbox today

(01/01/2021) **January monthly update** published

(30/12/2020) **Invigilator Announcement 2020/21** published

(29/12/2020) **2021 Coronavirus (COVID-19) Exams Plan template** published

(29/12/2020) **January article** published

(21/12/2020) **Exams Timetable Tool** updated (WJEC Eduqas ELC, Applied Certificates & Diplomas, Level 1/2 General Qualifications, Vocational Awards & Certificates dates added)

(21/12/2020) **Key Dates Calendar Tool** updated (AQA summer 2021 series added)

(17/12/2020) **TEO** would like to pass on the **thanks to our members** as expressed in a **letter received from Dame Glenys Stacey, Ofqual’s Acting Chief Regulator**

(17/12/2020) **Key Dates Calendar Tool** updated (OCR summer 2021 series added)

(07/12/2021) **Exams Timetable Tool** updated (WJEC/Eduqas exam dates added)

(07/12/2020) **Key Dates Calendar Tool** updated (All BTEC key dates for the June 2021 series added)

(02/12/2020) *The Exams Office – December 2020 Member Update* sent to your inbox

(30/11/2020) New template added to the **Policy Generator Tool** – *Access to Scripts, Reviews of Results and Appeals Procedures*

(30/11/2020) The Exams Office publishes an article – **New exams officers: A guide to starting your new role** and the **December monthly update**



(27/11/2020) **Key Dates Calendar Tool** updated - see details here

(24/11/2020) Summer 2021 Pearson International GCSE dates added to **Exams Timetable Tool** - see details here

(19/11/2020) **Exams Timetable Tool** updated for Summer 2021 - see details here

(12/11/2020) Key documents updated to support members in preparing for the release of the **Autumn 2020** (October/November) exam series results and the administration of post-results services

(04/11/2020) **The Exams Office – November 2020 Member Update** sent to your inbox

(02/11/2020) The Exams Office publishes an article – **How prepared is your centre for the summer 2021 exam series?**

(30/10/2020) The Exams Office publishes **November monthly update**

(07/10/2020) **The Exams Office – October 2020 Member Update** sent to your inbox

(05/10/2020) **Exam Contingency Plan template** updated

(05/10/2020) Exam Contingency Plan in the **Policy Generator Tool** also updated (If you have a saved version of the plan in your 'Current Policies' this will have been automatically updated in 'Print Policy')

(03/10/2020) The Exams Office publishes **Exams during the 2020/2021 academic year – Questions for the DfE**

(01/10/2020) The Exams Office publishes **October monthly update**

(30/09/2020) New templates added to the **Policy Generator Tool** – Access Arrangements Policy, Managing Behaviour Policy, Overnight Supervision Arrangements Policy, Separate Invigilation Policy

(28/09/2020) **The Exams Office** provides a summary of the main **Changes to JCQ regulations for the 2020-2021 academic year** for members

(28/09/2020) New templates added to the **Policy Generator Tool** – Food and Drink Policy (Exams), Leaving the Examination Room Policy, Lockdown Policy (Exams), Special Consideration Policy

(23/09/2020) Launch of the **Exams Officer Survey -2020** (Survey closes on Friday 30 October)

(23/09/2020) Look out for the **The Exams Office – support update** sent to your inbox today

(23/09/2020) To support our members in managing the forthcoming exam series, we have filmed 14 short videos on '**Managing an exam series**'. We appreciate that attending training events is currently difficult for many of our members, so these can be viewed as part of the membership by login to the **Online Portal** then selecting **Training Videos** from the resources menu

(21/09/2020) The Exams Office publishes an article – **Ten areas for consideration when conducting examinations during the 2020/2021 academic year**

(21/09/2020) **Checklist for conducting exams during the 2020/21 academic year** published

(17/09/2020) New templates added to the **Policy Generator Tool** – Candidate Absence Policy, Candidate Identification Procedure, Candidate Late Arrival Policy, Non-examination Assessment Policy

(16/09/2020) **Exams Officer Training – Autumn 2020** update emailed to members

(13/09/2020) New templates added to the **Policy Generator Tool** – Complaints and Appeals Procedure, Emergency Evacuation Policy (Exams), Internal Appeals Procedure (Internal assessment decisions), Internal Appeals Procedure (Reviews of Results and Appeals)

(11/09/2020) Currently available interactive templates in the **Policy Generator Tool** updated (updated Word templates also added **here**)

(10/09/2020)

Newly launched **Invigilator Digital Accreditation (IDA) 2020/21** now available in the **Online Portal** (Assessment Portal)

Updated units of the **Invigilator Training and Assessment Module** published. To view/use, log in to the **Online Portal** (Assessment Portal) and on the Assessments page, filter on academic year 2020/21. This is supported by the updated **Invigilator Training Record template**

Look out for the **The Exams Office – September 2020 Member Update** sent to your inbox today

Check JCQ policy/procedure requirements for 2020/21 – refer to the updated **Policy Checklist** (07/09/2020) The Exams Office publishes **September monthly update**

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## **Arrangements for Summer 2020**

Updates from **The Exams Office**

- Statement – 23 March 2020
- Summary of Ofqual information Summer 2020 grading – 03 April 2020
- Summary of Ofqual information Summer 2020 awarding – 20 April 2020
- Summary of Ofqual information Summer 2020 awarding update – 22 May 2020
- Summary of Ofqual information Summer 2020 awarding update – 30 June 2020