

NOVEMBER 2022

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MEMBER MESSAGE

The return of The Exams Office National Conferences

After the disruption caused by the pandemic in recent years, we are delighted to confirm that The Exams Office [National Exams Officer Conferences](#) will take place during January and February 2023 at the following locations/venues:

- Manchester: 12 January (Manchester United Football Club, Old Trafford)
- Bristol: 18 January (Bristol City Football Club, Bristol)
- Leeds: 26 January (Hilton City Hotel)
- Coventry: 2 February (Coventry Building Society Arena)
- London: 9 February (Oval Cricket Ground, Kennington)

Ofqual and the major awarding organisations will be in attendance at each conference, and there will be presentations and workshops from a range of key stakeholders.

The booking window is now open and closes on Friday 2 December. Before booking a place, members should read the terms and conditions and note the following:

- One **free** place is available per centre membership
- Centres must have a valid membership at the time of the conference they wish to attend
- Additional places can be requested by emailing conference@theexamsoffice.com at a cost of £245+VAT. Places will be confirmed, if capacity allows, once the booking window closes

Members can book a place by visiting [our website](#).

Survey

The [National Association of Examinations Officers \(NAEO\) annual survey](#) closes on Friday 4 November. Over 1300 exams officers have already completed the survey, and as the results will be shared with the Department for Education, Ofqual, JCQ and the major awarding organisations, we urge all exams officers to take the time to complete the survey.

The outcomes of the survey will also shape the support offered to the exams officer community in the coming months.

Invigilators

Members should note the following articles, published in recent days, in relation to invigilators and invigilation:

- The Exams Office article: [Dealing with a shortage of invigilators ahead of the summer 2023 exams series](#) – Hints, tips and guidance in ensuring that centres have a sufficient number of invigilators for the summer 2023 exams series
- NAEO legal article: [Managing your invigilators: How to approach holiday pay](#) – Advice and guidance for centres and exams officers in dealing with the implications of the ‘[Harpur Trust v Brazel](#)’ case which has impacted upon those, including many invigilators, who are employed on zero-hour contracts

Exams Training

To support our recent exams officer training events, delegates (and members who were unable to attend) can access the following information:

New exams officers: Actions for Autumn

- [Video of the content delivered](#)
- [Questions and answers from each event](#)
- [Poll results from each event](#)

Exam Changes

- [Video of the content delivered](#) (PIN protected and available now to member delegates who attended the training events, and to all members from 1 January 2023)
- [Updated slides](#)
- [Questions and answers from each event](#)
- [Poll results from each event](#)

Exam Banners

The Exams Office has designed [indoor pull-up banners](#) which members can use outside the examination room.

These have been created in response to members' feedback and to address the major issues from the summer 2022 exams series (please note that these banners do **not** replace the JCQ exam room *Warning to Candidates* and *Unauthorised items* posters)

NOVEMBER ARTICLE

[DEALING WITH A SHORTAGE OF INVIGILATORS AHEAD OF THE SUMMER 2023 EXAM SERIES](#) considers the actions centres can take to ensure they have an adequate number of competent and well-trained invigilators ahead of the next summer's exam series

NOVEMBER EXAMS BLOG

[UTILISING MOCK EXAMINATIONS TO RAISE THE STANDARD OF INVIGILATION WITHIN YOUR CENTRE](#) highlights the importance of utilising mock examinations to raise the standard of invigilation within your centre ahead of the summer exams series

TEO NEWS AND UPDATES

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

Membership **update**

(REMINDER) As we are expecting a high demand for places at our **National Exams Officer Conferences** this year, to avoid any delays/issues with your booking, please ensure your membership subscription is up to date.

Only those centres with an up-to-date paid membership with The Exams Office at the time of booking and at the time of the event will be eligible for one free place.

If your access has been suspended or you have a query regarding your membership, please email us at finance@theexamsoffice.com

National Exams Officer Conferences

(UPDATE) Winter 2023 National Exams Officer Conferences

The booking window to attend one of our Winter 2023 conferences is now open.

As we expect demand for places to be high, members should visit our [National Exams Officer Conferences](#) page as soon as possible to book onto their chosen event.

Additional information regarding the events, including details of the updates, workshops and exhibitors are also provided [here](#).

We very much look forward to welcoming you to our conferences once again.

Online Portal

(UPDATE) Training Videos

The following videos are now available:

- Planning for the academic year: Actions for Autumn
- Exam Changes (available now via a PIN code to member delegates who attended the training events, and to all members from 1 January 2023)
- Invigilator Training Presentation
- Invigilator Training Videos
- Managing an exam series: Spring into Summer
- Managing an exam day *New for 2022/23*
- Invigilator announcement (taken from *Appendix 3: Suggested wording for invigilators' announcements at the beginning of written examinations of JCQ's Instructions for conducting examinations publication*)
- Instructions for candidates (taken from *Appendix 5: Information for candidates for written examinations of JCQ's Instructions for conducting examinations publication*)

For details of other training and support videos and relevant updates, please visit our [Training Videos](#) page.

Invigilator Recruitment and Vacancy Map

(UPDATE) The updated and improved 'Exams Recruitment and Vacancy Map' is launching. Members will receive a direct email to confirm its availability with details of how centres can add their vacancies at no cost.

National Association of Examinations Officers

(REMINDER) Exams Officer 2022 Survey

The 2022/23 NAEO Annual Survey which can be found directly [here](#) or by visiting the NAEO [website](#) closes on 4 November 2022.

Thank you in advance for taking the time to complete the survey - at the end of the survey there is the option to be entered into a prize draw

(NEW) Message and articles

Chief Executive Officer's Message: [A time to focus upon your invigilators](#)

Articles:

(Exams) [Planning for the summer 2023 exam series: Actions which need to be taken by key stakeholders](#)

(Legal) [Managing your invigilators: How to approach holiday pay](#)

(Mindfulness and Wellbeing) [Know me, like me, trust me](#)

(UPDATE) 'Rewards' draw

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

Claire Everett-Ellis
Liz Tout
Alison Light
Jean Gooch
Jane Mullen

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

KEY TASKS AND KEY DOCUMENTS

NOVEMBER key tasks

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

Note you should always 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

(Where relevant to your role/the qualifications delivered in your centre) Continue to plan ahead, for example:

- preparation for **internal** exams/assessments in November/December
- preparation for **January 2023** exams
- preparation for **March 2023** entries
- preparation for **Summer 2023** entries

ENTRIES

Look out for the key date for the release of basedata for the **Summer 2023** exam series – this signals a starting point (for centres using a MIS for exams administration) from when preparation for final entries could commence.

EXAM TIME

(Where applicable) Conduct exams in the **November 2022** exam series.

RESULTS AND POST-RESULTS

Receive and distribute certificates for the **Summer 2022** exam series.

For more detailed information on key tasks and JCQ key dates, refer to the monthly support guide added to the website by the beginning of each month – see the [NOVEMBER guide](#)

NOVEMBER key documents

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

Documents can be customised for use in centres/content of templates can be used to inform electronic processes in centres.

(UPDATE) New/updated documents/resources to be published this month include:

NEW EXAMS OFFICER: DECEMBER SUPPORT GUIDE

PLANNING: THIRD PARTY AGREEMENT TEMPLATE *New for 2022/23*

(REMINDER) Updated documents/resources published during October:

NEW EXAMS OFFICER: NOVEMBER SUPPORT GUIDE

RESULTS AND POST-RESULTS: (For the November series and beyond)

- A GUIDE TO PREPARING FOR A RESULTS DAY
- A GUIDE TO ADMINISTERING POST-RESULTS SERVICES
- POST-RESULTS SERVICES: DEADLINES, FEES AND CHARGES TEMPLATE
- POST-RESULTS SERVICES: REQUEST, CONSENT AND PAYMENT FORM TEMPLATE
- CANDIDATE PERMISSION FORM TEMPLATE

EXAMS REVIEW:

- A GUIDE TO MANAGING EXAMS REVIEW
- EXAMS REVIEW TEMPLATE
- CANDIDATE FEEDBACK FORM TEMPLATE
- INVIGILATOR FEEDBACK FORM TEMPLATE
- STAFF FEEDBACK FORM TEMPLATE

JOB DESCRIPTIONS: INVIGILATOR (EXAMPLE) JOB DESCRIPTION TEMPLATE
