

DECEMBER 2022

### IN THIS ISSUE

Member Message • Articles and Exams Blog • TEO Updates • Key Tasks and Key Documents

Season's greetings from all the team at **The Exams Office**

### MEMBER MESSAGE

#### The 2022 Exams Officer Survey

The major update this month is the publication of the responses to the [National Association of Examinations Officers 2022 Exams Officer Survey](#). Launched in conjunction with The Exams Office on 1 October, 1489 exams officers engaged with the survey until its closure on 4 November.

The main outcomes of the survey include:

- Over half of all exams officers (51%) undertake an additional role
- Almost 1 in 4 exams officers (24%) do not have access to an annual appraisal (a reduction from 29% in 2021)
- An increasing number of exams officers (18% compared to 18.3% in 2021 and 8.3% in 2020) do not receive appropriate training and support to facilitate the effective delivery of examinations and assessments, and to ensure compliance with the published JCQ regulations
- 90% exams officers are line managed by a member of the senior leadership team
- Almost 1 in 3 exams officers are of the opinion that their line manager does not possess a good working knowledge of the examination system – despite this being a JCQ requirement
- 23% of exams officers do not feel well supported or valued by their line manager/senior leadership team (an increase from 20% in 2021)
- 43% of exams officers feel that their head of centre/senior leaders/line manager believe that they are only required/busy when exams are taking place (a reduction from 47% in 2021)
- 36% of exams officers feel that there is not adequate contingency planning in place if they were absent during a critical period (e.g. entry deadline, during an exam series, results day etc.)
- 73% of exams officers believe that there is no succession planning in place/support for a new exams officer if they were to decide to leave their role (a reduction from 79% in 2021)
- Over half of exams officers surveyed believe that the senior leader(s) with overall responsibility for examinations and assessments within their centre does not receive appropriate training and support to facilitate the effective delivery of examinations and assessments, and ensure compliance with the published JCQ regulations
- 42% of exams officers believe that their head of centre/relevant member(s) of the senior leadership team do not read/refer to/familiarise themselves with the entire contents of the relevant JCQ publications (particularly the General Regulations for Approved Centres, Instructions for conducting examinations, Access Arrangements and Reasonable Adjustments) – and increase from 34% in 2021
- As in 2021 and 2020, exams officers felt that OCR provided the best level of information, support and guidance amongst the major awarding organisations
- Over half of all centres experienced instances of malpractice during the summer 2022 exams series

The outcomes of the survey have been shared with key stakeholders including the Department for Education, Ofqual, the Joint Council for Qualifications and its' member awarding bodies and will form the basis of the NAO's aims in the coming months.

More details about the survey can be found on the [NAEO website](#).

### The Exams Office National Conferences

The booking window for The Exams Office National Conferences has now closed.

In the coming weeks, we will be emailing all delegates with specific details for each event.

Please see our [website](#) for the latest information on the National Conferences.

### Articles & Blog

The following have been published for December:

#### The Exams Office

- Article – Avoiding late entry fees
- Blog – Planning for success

#### National Association of Examinations Officers (NAEO)

- Exams article - Planning for the summer 2023 exam series: The areas of most concern for exams officers
- Legal article - Do's and don'ts of disciplinary and grievance procedures
- Mindfulness article – Finish 2022 strong
- CEO message - The outcomes of the 2022 Exams Officer Survey

### Exams Recruitment & Vacancy Map

The [Exams Recruitment and Vacancy Map](#) is now available allowing centres to advertise invigilator, exams and data-related vacancies free of charge.

We are aiming to add as invigilator vacancies as possible in the coming weeks before contacting stakeholders to promote the Exams Recruitment and Vacancy Map across the UK.

If you suspect that you will have a shortage of invigilators for the summer 2023 exams series, please add your vacancies to the map as soon as possible.

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#### DECEMBER ARTICLE

**AVOIDING LATE EXAM ENTRY FEES** considers some of the actions which exams officers can take to ensure that exam entries for the summer 2023 exams series are made accurately and to deadline

#### DECEMBER EXAMS BLOG

**PLANNING FOR SUCCESS** highlights the importance of effective planning and hints and tips to ensure that all the tasks at hand are completed effectively and to deadline

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#### TEO NEWS AND UPDATES

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

### Membership update

(REMINDER) If you have a reservation at one of our National Conferences and your membership is currently awaiting renewal, please ensure your finance department has processed the invoice before the end of 2022.

If your membership is not renewed before the conference your reservation may be cancelled.

If you have a query regarding your membership, please email us at [finance@theexamsoffice.com](mailto:finance@theexamsoffice.com)

### National Exams Officer Conferences

#### (UPDATE) Winter 2023 National Exams Officer Conferences

The booking window for the conferences has now closed.

If you wish to be placed on a waiting list to acquire a place at one of our conferences, please email [conference@theexamsoffice.com](mailto:conference@theexamsoffice.com)

For more details, visit [The Exams Office website](#).

### Online Portal

#### (REMINDER) Exams Timetable Tool

Regularly check for the latest update [here](#)

#### (REMINDER) Key Dates Calendar Tool

Regularly check for the latest update [here](#)

### Exams Recruitment and Vacancy Map

(REMINDER) The [Exams Recruitment and Vacancy Map](#) is now available allowing centres to advertise their invigilator, exams and data-related vacancies free of charge.

We are aiming for as many centres as possible to add their invigilator vacancies in the coming weeks before contacting stakeholders to promote the Exams Recruitment and Vacancy Map across the UK.

If you suspect that you will have a shortage of invigilators for the summer 2023 exams series, please add your vacancies to the map as soon as possible.

### National Association of Examinations Officers

#### (UPDATE) Exams Officer 2022 Survey

The responses to the [NAEO 2022 Exams Officer Survey](#) are now available to view on the NAEO website.

The NAEO has shared the responses with the DfE, Ofqual, JCQ and its member awarding bodies, and will be using the outcomes as its aims in supporting the exams officer community in the coming months.

#### (NEW) Message and articles

Chief Executive Officer's Message: [The outcomes of the 2022 Exams Officer Survey](#)

Articles:

(Exams) [Planning for the summer 2023 exam series: The areas of most concern for exams officers](#)

(Legal) [The Dos and Don'ts of Disciplinary and Grievance Procedures](#)

(Mindfulness and Wellbeing) [Finish 2022 strong](#)

### (UPDATE) 'Rewards' draw

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

Katie Gavan  
Carine Lyons  
Karen Palm  
Tracey Tomkinson  
Gemma Waddell

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

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## KEY TASKS AND KEY DOCUMENTS

### DECEMBER 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

As the autumn term draws to a close there is still no let-up in the exams process. Many EOs will be involved in running internal exams/assessments, preparing for the **January 2023** exam series and preparing for the issue of the **November 2022** exam series results released in January.

#### ENTRIES

Where applicable to your centre, collate final entries for the **March 2023** exam series (where an awarding body March series entry deadline falls in January).

As appropriate, consider preparation for the collection of final entry information for the **Summer 2023** exam series.

#### PRE-EXAMS

As December is a shorter month in terms of working days, undertake final checks to ensure you are ready to conduct exams that may be taking place in the **January 2023** exam series.

Where relevant to January entries, prepare to submit marks and samples of candidates' work to the awarding body deadline.

Liaise with the ALS lead/SENCo to determine modified paper requirements for the **Summer 2023** exam series.

#### RESULTS AND POST-RESULTS

Prepare for results day – start to consider what needs to be done in terms of preparing for the issue of **November 2022** exam series (GCSE) results in January.

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 [DECEMBER guide](#)

### DECEMBER 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:** JANUARY SUPPORT GUIDE  
**TERMLY EXAM CHECKLISTS:** SPRING TERM CHECKLIST

(REMINDER) New/updated documents/resources published during November:

**NEW EXAMS OFFICER:** DECEMBER SUPPORT GUIDE  
**PLANNING:** ANNUAL EXAMS PLAN TEMPLATE [updated](#)  
**ENTRIES:** DEADLINES FOR ENTRIES, FEES AND CHARGES TEMPLATE [updated for Summer 2023](#)  
**PRE-EXAMS:** ACCESS ARRANGEMENTS: TRAINING PRESENTATION TEMPLATE (for invigilators and facilitators supervising and supporting candidates) [updated](#)

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