

MARCH 2023

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MEMBER MESSAGE

Check your entries...whilst planning ahead for the summer exam series

Following the submission of exam entries last month, many of you will be preparing for the summer exam series...which begins in less than 3 months! To help you complete the tasks which will need to be undertaken in the coming weeks, visit the [Pre-exams](#) section of The Exams Office website for a range of support materials which will not only save you time but also ensure that all tasks are completed successfully (ensure that you are logged in before clicking this link as it is in the members-only section of our website).

In addition to the 'standard' pre-exams tasks which need to be completed ahead of each exam series, there are several additional areas which exams officers and senior leaders within centres should be aware of, including:

Entries

A key task for all exams officers following the submission of exam entries is to ask teaching staff if they require any amendments or withdrawals to be made these entries. To ensure that any amendments or withdrawals are made in time to avoid any penalty fees, please consult our [Deadlines for entries, fees and charges template](#).

Addressing a lack of invigilators

In early February, we conducted a survey via social media which revealed that 75% of centres do not expect to have enough competent, fully trained invigilators for the summer exam series. The main reason for this shortage was attributed to the impact of access arrangements (e.g. an increased number of readers/scribes, demand for separate rooming, teaching assistants not being used, etc.).

For centres who are expecting a lack of invigilators this summer, this is an issue which needs to be addressed as a matter of urgency. The March [monthly message from the CEO of the National Association of Examinations Officers](#) provides some useful hints, tips and guidance in this area which centres should consider to help address this shortage.

The results of this survey have been shared with the Department for Education, Ofqual, Jcq and its member awarding bodies.

To support exams officers who are coming under pressure to act as an invigilator as a contingency measure, we have produced an article which details [why exams officers should not invigilate during the summer exam series](#).

Candidate briefing support (video link)

It is around this time of year that centres deliver a briefing session to candidates to explain a range of regulations which must be conveyed to candidates ahead of the summer exam series.

To support centres in disseminating this information, we have produced a range of resources, including a [candidate exam handbook template](#), an [animated video](#)* which provides instructions for candidates as also detailed in Appendix 5 of the *Instructions for conducting examinations* publication, and an [article written by Jujit Chima of the NAO](#) which provides hints and tips on how to brief candidates, staff and parents/carers.

*Please note that The Exams Office gives permission to member centres only to use the instructions for conducting examinations animation during candidate briefings and host this on their website.

Annual dispatch

We are pleased to confirm that following feedback from members, our annual dispatch of The Exams Office diary, calendar and wall planner will be sent to centres in late June/early July and not in September as has been the case in previous years.

To ensure that you receive your dispatch, ensure that your centre has an active membership to The Exams Office. If your membership renewal is due in September, an invoice will be sent in June which will need to be paid or a Purchase Order Number supplied.

Virtual Conference

Over 1000 exams officers and senior leaders have viewed our [Virtual Conference](#) which was filmed at the Manchester National Exams Officer Conference in early January.

Please visit the Virtual Conference section of our website to view all keynote speakers and presentations – there is no cost to view the Virtual Conference.

Exams Officer Digital Accreditation (EODA)

Finally, a reminder that the [Exams Officer Digital Accreditation](#) is available for exams officers to complete. This may be of particular use for exams officers who want to prove their knowledge and understanding of JQC regulations, and may be of particular use ahead of an annual appraisal or performance management meeting.

The EODA is part of your centre membership to The Exams Office and is available to exams officers in member centres at no additional cost.

In the coming weeks, we will provide further information on the Exams Officer Professional Standards, the booking process for the NAEQ Summer Conference and the dates and venues for our 2023/2024 training events.

MARCH ARTICLE

This month's article highlights the involvement of an exams officer in a series of scenarios which provides compelling evidence [WHY EXAMS OFFICERS SHOULD NOT INVIGILATE DURING THE SUMMER EXAM SERIES](#)

MARCH EXAMS BLOG

[KEY TASKS TO UNDERTAKE AHEAD OF THE SUMMER EXAMS SERIES](#) highlights the key tasks which exams officers will be undertaking

TEO NEWS AND UPDATES

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

Annual dispatch

(UPDATE) **For member centres**

After feedback from members on the timing of our annual dispatch, we are delighted to announce that our exclusive 2023/24 publications - Exams Diary, Calendar and Wall Planner - will be dispatched to member centres in late June/early July, rather than early September 2023.

Only those centres with an active membership with The Exams Office at the time of dispatch will be eligible to receive these publications. If your membership renewal is due in September, an invoice will be sent in June which will need to be paid or a Purchase Order Number supplied.

National **Exams Officer Conferences**

(Reminder) **Winter 2023 Virtual Conference**

The Virtual Conference launched on 7 February. Further details, user instructions/FAQs are available [here](#).

Exams **Training**

(UPDATE) **Training events**

Our spring training events for [exams officers](#) and [senior leaders](#) which run from the end of February through to mid-March are now underway.

In the coming weeks, we will provide the dates and venues for our 2023/2024 training events.

Online **Portal**

(UPDATE) **Exams Timetable Tool**

The tool now contains assessment dates provided by LIBF (London Institute of Banking & Finance) - see the latest update [here](#).

(UPDATE) **Key Dates Calendar Tool**

See the latest update [here](#).

Online **Exam Store**

(UPDATE) With the beginning of the summer exam series fast approaching, we would advise all members wishing to add to or replace their current exam furniture to place their orders as soon as possible. Our current lead times are 5-7 working days for all 'in stock' items.



National **Association of Examinations Officers**

(NEW) **Messages and Articles**

Chief Executive Officer's Message: [Five actions to take to minimise the impact of a lack of invigilators this summer](#)

Articles:

(Exams) [A guide to briefing candidates, staff and parents ahead of the summer exams series](#)

(Legal) [What to expect from an annual appraisal?](#)

(Mindfulness and Wellbeing) [Hiring Invigilators – The Mindful Way to Choose the Right Candidates](#)

(UPDATE) **'Rewards' draw**

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

Antoinette Green
Joel Lloyd-Carter
Sarah Horsfall
Dayna Percival
Ian Wilson

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

KEY TASKS AND KEY DOCUMENTS

MARCH key tasks

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

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

March is likely to be another extremely busy month, where a wide variety of tasks may need to be undertaken across multiple exam series.

Main summer entries have been made and the focus turns to exams preparation (pre-exams).

ENTRIES

Where an awarding body may offer a March entry deadline for certain qualifications, submit entries for the **Summer 2023** exam series that were not submitted at the same time as the main general qualifications summer 2023 entries in February.

Submit any entries where the awarding body provides an entry deadline in March to enter those candidates taking re-sits in June 2023 following the publication of **January 2023** exam series results.

PRE-EXAMS

Start/continue preparation for the **Summer 2023** exam series. Submit any requests for transferred candidate arrangements and ensure any outstanding access arrangement approvals have been/will be processed by the final deadline.

If not already undertaken, train/update your invigilation team.

EXAM TIME

Where applicable, conduct exams in the **March 2023** exam series.

RESULTS AND POST-RESULTS

Manage the issue of results and any post-results services requests for the **January 2023** 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 [MARCH guide](#)

MARCH key documents

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

Templates 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: APRIL SUPPORT GUIDE](#)

TERMLY EXAM CHECKLISTS: SUMMER TERM CHECKLIST

PLANNING: JCQ PUBLICATIONS CHECKLIST TEMPLATE updated

EXAM TIME: EXAM SCRIPTS CHECKLIST TEMPLATE *New for 2022/23*

(REMINDER) Updated documents/resources published during February:

NEW EXAMS OFFICER: MARCH SUPPORT GUIDE

INVIGILATION SUPPORT RESOURCES: INVIGILATOR AVAILABILITY SUMMARY SPREADSHEET
TEMPLATE updated
