

**FEBRUARY 2024**

MESSAGES – ARTICLES – NEWS – UPDATES – TASKS – DOCUMENTS

**MEMBER MESSAGE****The countdown to the summer exam series begins...**

As exams officers focus upon the key task of submitting examination entries, this indicates that the countdown to the summer exam series is well underway.

To support exams officers – new and experienced – we have a range of resources to ensure that all tasks are completed to deadline in member centres. In the coming months, we will keep member centres updated with information relating to the summer exam series, including key documents, interactive tools and training and assessment modules.

We recommend that exams officers become familiar with logging in to the hub as a daily task to ensure that they have access to these resources and a summary of the latest stakeholder updates. Read our latest article to ensure that you are [getting the most out of The Exams Office Hub](#).

If you use social media, please follow our Facebook page where we regularly post updates and links to relevant and updated support materials.

**Virtual Conference**

As the *National Exams Officer Conferences* come to an end, later this month we will be launching the *Virtual Conference*.

The presentations at the Coventry conference (9 January) will be filmed and shown as part of the *Virtual Conference*. They will be accompanied with PDF copies of the slides shown at each of the six conferences.

An email will be sent to member centres to confirm the launch of the *Virtual Conference* and how exams officers/senior leaders can gain access free of charge.

**Exams Training**

Our spring training events are fast approaching with limited availability at most venues, therefore, please [book your place](#) as soon as possible to avoid disappointment.

**Spring into Summer**

The content is designed to support new exams officers, or those requiring a refresher, in preparing for the summer exam series, including:

- Actions following exam entries
- Access arrangements
- Assessments/Internal assessment
- Timetabling
- Managing timetable variations
- Rooming
- Seating plans
- Storing confidential exam materials
- Key information to relate to candidates, parents/carers and staff
- Preparing your invigilators
- Dealing with an exam day

- Contingency planning and risk assessment
- What is 'special consideration'?
- Hints and tips on preparing for a JCQ centre inspection
- Packing and dispatching scripts

### Spring training for senior leaders/line managers – Getting your centre ready for the summer exam series and complying with JCQ regulations

The content of this training is designed to support senior leaders/line managers in supporting their exams officer in preparing for the summer exam series and ensuring that their centre is compliant with JCQ regulations.

### Senior Leader/Line Manager Exam Support website and Exams Officer Professional Standards

Later this month, The Exams Office, in conjunction with The Learning and Skills Office and the NAO, will be launching a website to support senior leaders and/or line managers in ensuring that their centre is complying with JCQ regulations in maintaining the integrity and security of the examination system within their centre.

The content within this website has been designed to offer senior leaders with responsibility for examinations within their centre, and those line managing an exams officer, advice, guidance and support in recruiting an exams officer, supporting and supervising their exams officer, support materials, stakeholder updates and information on training opportunities.

This website will also provide access to the *Exams Officer Professional Standards* (as launched by the National Association of Examinations Officers). Senior leaders/line managers can register their exams officer for the standards and confirm completion of all areas to acquire the annual certificate to present to their exams officer.

Member centres will be emailed during February upon the launch of the *Senior Leader/Line Manager Exam Support website* and the *Exams Officer Professional Standards*.

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## FEBRUARY ARTICLE

[EIGHT WAYS TO GET THE MOST OUT OF THE EXAMS OFFICE HUB](#) details the resources available within the hub and how exams officers can fully utilise this support.

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## The Exams Office NEWS and UPDATES

### National Exams Officer Conferences

We were delighted to welcome delegates to our conferences in Bristol, Leeds and London during January and look forward to seeing Manchester and Coventry delegates at the events in early February.

#### (REMINDER) Delegate letters

Manchester and Coventry delegates have been emailed at least 21 days before the relevant conference signposting to delegate letters provided on our [National Exams Officer Conferences page](#).

Please read the relevant letter ahead of your attendance and bring a copy with you to provide your feedback and enter the conference prize draw.

#### (UPDATE) Delegate certificates of attendance

See details in the Event Attendance section below.

### (UPDATE) **Virtual Conference**

For those who were unable to attend an event or wanting a reminder, look out for our email to members during February regarding accessing and viewing the Virtual Conference.

## The Exams Office **Hub**

### (UPDATE) **Centre Management**

For contingency and/or shared role purposes, functionality has been added enabling an additional Centre Admin role to be assigned to a centre membership where this may be applicable.

Visit the *Centre Management* area of the hub for further information.

### (UPDATE) **User Management**

Added functionality allows assessments to be limited (hidden) so users (typically invigilators) only see and access the assessments the exams officer wants them to complete.

Visit the *User Management* area of the hub for instructions to **Hide Assessments**.

### (UPDATE) **Event Attendance**

A certificate confirming delegate attendance at the relevant conference will be available after the final conference in Coventry (9 February) has taken place. When available, visit the Event Attendance area of the hub and follow the instructions to access your personalised certificate.

### (UPDATE) **Assessments**

Content within the Invigilator Training and Assessment Module (units 1 and 3), New Exams Officer Induction and Assessment Module (section 3) and the Senior Leader/Line Manager Training and Assessment Module (section 1) has been slightly updated to reflect changes in the Jcq *Instructions for conducting examinations* (ICE) publication (Revision two: 19 January 2024).

### (UPDATE) **Key Documents**

See *Key Documents* section below for updates in relation to ICE (Revision two).

### (UPDATE) **Key Dates Calendar Tool**

The tool was last updated on 08/01/2024 to include 2023/24 WJEC/Eduqas key dates information.

### (UPDATE) **Policy Generator Tool**

A further interactive template covering the *Internal Appeals Procedure* (Access arrangements, special consideration and other administrative issues) has been added to the [tool](#).

To understand why a particular template may not be available in the Policy Generator Tool and only offered as a Word template (in the Key Documents area of the hub), please refer [here](#).

### (UPDATE) **Provisional Exams Timetable Tool**

[AQA](#), [OCR](#), [Pearson](#) and [WJEC](#) / [Eduqas](#) have published provisional timetables for **summer 2025** on their websites.

The consultation period (for feedback/comments) runs from **Monday 22 January to Friday 23 February** (refer to the awarding body through the links above for how to feedback/comment).

Provisional timetable information is added to the tool as it is received directly from the awarding bodies.

### Support for **Senior Leaders**

(UPDATE) **Senior Leader/Line Manager Exam Support website**

Member centres will be emailed during February regarding the launch of the website.

### National Association of Examinations Officers **NEWS** and **UPDATES**

(UPDATE) **Exams Officer Professional Standards**

Member centres will be emailed during February regarding the launch of the standards.

(NEW) **Message and articles**

Chief Executive Officer's Message: [The launch of additional support for senior leaders](#)

Articles:

(Exams) [The launch of the Exams Officer Professional Standards](#)

(Mindfulness and Wellbeing) [The 8Cs of Interpersonal skills](#)

(UPDATE) **'Rewards' draw**

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

Jane Fulton  
Claudia Heather  
Lee Marsh  
Helen Merton  
Nadia Pawlowska

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

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## KEY TASKS AND KEY DOCUMENTS

### FEBRUARY 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

The focus is now on entries for the **Summer 2024** exam series, being managed during February (which includes a half term holiday period for some).

#### ENTRIES

Submit final entries for the **Summer 2024** exam series prior to the February deadline.

#### PRE-EXAMS

As applicable, prepare for the **March 2024** exam series.

Consider exam preparation tasks for the **Summer 2024** exam series.

#### RESULTS AND POST-RESULTS

Submit to deadline any final requests for *reviews of results or other results enquiries* (e.g. *Missing and Incomplete Results*) and final requests for *copies of scripts to support teaching and learning* – *Access to Scripts Service*, for the **November 2023** exam series.

Prepare to receive and distribute certificates, where applicable to the **November 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 [FEBRUARY guide](#)

### **FEBRUARY key documents**

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

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

**NEW EXAMS OFFICER SUPPORT: MARCH SUPPORT GUIDE**

(REMINDER) Updated documents/resources published in January included:

**NEW EXAMS OFFICER SUPPORT: FEBRUARY SUPPORT GUIDE**

**PLANNING: CONFLICTS OF INTEREST LOG TEMPLATE** (updated)

**INVIGILATION SUPPORT RESOURCES:** updated to reflect changes in ICE (Revision two: 19 January 2024):

- A GUIDE TO MANAGING INVIGILATOR RECRUITMENT AND TRAINING
  - INVIGILATOR TRAINING PRESENTATION TEMPLATE
  - INVIGILATOR TRAINER NOTES TEMPLATE
  - Content of the training material: (Unit 3) EXPERIENCED INVIGILATORS: CHANGES TO INSTRUCTIONS FOR CONDUCTING EXAMINATIONS/CENTRE-SPECIFIC ARRANGEMENTS RELATING TO THE CONDUCTING OF EXAMINATIONS
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