

**JANUARY 2024**

MESSAGES – ARTICLES – NEWS – UPDATES – TASKS – DOCUMENTS

**MEMBER MESSAGE****Happy New Year...with plenty to look forward to in 2024**

Firstly, everyone at The Exams Office would like to wish all exams officers a happy, peaceful and, hopefully, a prosperous 2024.

After the launch of The Exams Office Hub in 2023, we have further support planned for exams officers in 2024. Below is a summary of some of our current support and that planned over the coming 12 months.

**National Exams Officer Conferences 2024**

Over 2000 exams officers have booked a place at one of our forthcoming [conferences](#), and due to their popularity, and the key part in which they play in supporting exams officers in preparing for the summer exams series, we have already committed to and booked the dates and venues for our 2025 events. Attendance at the winter National Conferences will continue to be offered as part of a membership to The Exams Office.

For those exams officers attending a conference in the coming weeks, delegate letters are available on The Exams Office website:

- [Bristol 15 January](#) (Ashton Gate Stadium)
- [Leeds 22 January](#) (Hilton City Hotel)
- [London 29 January](#) (Kia Oval cricket stadium)
- [London 30 January](#) (Kia Oval cricket stadium)
- [Manchester 5 February](#) (Emirates Old Trafford cricket ground)
- [Coventry 9 February](#) (Coventry Building Society Arena)

**Training****New exams officer training - Spring 2024**

Bookings continue to be taken for our training events to prepare new exams officers for the summer 2024 exams series:

- [Bristol 26 February](#) (Bristol Hotel)
- [Coventry 1 March](#) (Coventry Building Society Arena)
- [Manchester 4 March](#) (Emirates Old Trafford cricket ground)
- [Leeds 5 March](#) (Marriott Hotel)
- [London 11 March](#) (Kia Oval cricket stadium)

We will be announcing the dates and venues for our new and experienced exams officer and senior leader training for the 2024/2025 academic year in April.

**The Exams Office Hub**

The launch of [The Exams Office Hub](#) has been a major development in our support for the exams officer community. We have now moved onto the next stage of our development of the hub which includes:

**Calendar**

As a default, the Calendar on a user's Dashboard is populated with JCQ key dates information and details of the national conferences and training events hosted by The Exams Office.

However, users can now add centre specific events to the calendar on their Dashboard.

Exams officers can add any relevant events to their calendar and allow access to their senior leader/line manager so they are aware of key exam dates within their centre. The calendar can also be exported.

To personalise the calendar select *User Events* from the left hand Resources menu and follow the instructions.

### Assessments (Online invigilator training)

Functionality has been added to the *User Summary* area enabling exams officers (Centre Admin users) to view the number of attempts their invigilators have made before successfully passing any of the assessments available in the hub.

### **Exams officer professional development**

Later this month, we will be launching the *Exams Officer Professional Standards* and later during 2024 we will be launching our *Key Skills platform* to support exams officer in addressing their professional development requirements.

### **Senior leader support**

Later this month, The Exams Office will be supporting the launch of a website which is intended to help senior leaders in meeting their requirements in managing examinations within their centre and providing effective support and supervision for their exams officer.

This website will also allow senior leaders to register their exams officer for, and claim, the annual *Exams Officer Professional Standards*.

More details will be sent to exams officers later this month.

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

The Exams Office will continue to support the NAEO with financial, IT and staff support. This will allow the NAEO to continue to represent and lobby on behalf of the exams officer community and ensure that membership to the NAEO remains free of charge.

In addition to the above, The Exams Office will continue to respond to any relevant issues which arise within the examination sector so that exams officers are supported in their everyday role with quality support materials which save time and help centres meet JCQ and awarding body requirements.

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## JANUARY ARTICLE

**KEY INFORMATION RELATING TO EXAMINATION ENTRIES** highlights five areas which every exams officer should consider in relation to examination entries – both before and after these have been submitted to the relevant awarding body/bodies.

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## The Exams Office **NEWS** and **UPDATES**

### National **Exams Officer Conferences**

#### (REMINDER) **Membership**

With the conferences just around the corner, please ensure your membership subscription is up to date. A delay in payment may affect your conference place booking.

In case of query, please email [finance@theexamsoffice.com](mailto:finance@theexamsoffice.com)

### (REMINDER) **Delegate letters**

Delegates have been/will be emailed at least 21 days before each 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.

### The Exams Office **Hub**

#### (UPDATE) **User Events**

Centre specific events can now be added to the calendar on a user's Dashboard.

Exams officers can add any relevant events to their calendar by selecting *User Events* from the left hand Resources menu and following the instructions.

#### (UPDATE) **User Summary**

Functionality has been added to the *User Summary* area enabling exams officers (Centre Admin users) to view the number of attempts their invigilators have made before successfully passing any of the assessments available in the hub.

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

The tool was updated on 28/12/2023 to reflect updates/additions to AQA and OCR key dates made during November/December.

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

#### (UPDATE) **2023 Exams Officer Survey**

As a thank you for completing the survey, respondents who provided their details were entered into a prize draw. The randomly selected gift voucher winners are:

Karen Bateson  
Shane Cooper  
Sarah Davison  
Lindsey Dawson

#### (NEW) **Message and articles**

Chief Executive Officer's Message: [Cyber security – a necessity or a nuisance?](#)

Articles:

(Exams) [An analysis of malpractice in GCSEs, AS and A levels during the summer 2023 exam series](#)

(Mindfulness and Wellbeing) [Making time for Mindfulness](#)

#### (UPDATE) **'Rewards' draw**

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

Beverley Bell  
Sasha Berry  
Carol Holmes  
Holly Jones  
Cirstie Rennie

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

## KEY TASKS AND KEY DOCUMENTS

### JANUARY 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

As the spring term begins the exams process continues to build. For many this will be a time when mock exams/assessments are being conducted potentially alongside:

- making entries (**March** and/or **summer 2024** exam series)
- preparing for exams (**March** and/or **summer 2024** exam series)
- conducting external exams (**January 2024** exam series)
- processing results and administering post-results services (**November 2023** exam series)

#### ENTRIES

Where applicable to your centre, make final entries for the **March 2024** exam series (where an awarding body March series entry deadline falls in January).

If not already underway or submitted, collate and finalise entries for the **Summer 2024** exam series prior to the February deadline.

#### PRE-EXAMS

Confirm all arrangements are in place to conduct the **January 2024** exam series and where relevant confirm marks and samples of candidates' work have been submitted to the awarding body deadline (where an awarding body deadline may fall in January).

Submit any modified paper orders for the **Summer 2024** exam series using Access Arrangements online (AAO) and where/if relevant to any joint teaching arrangements, submit centre consortium arrangements for centre assessed work using Centre Admin Portal (CAP).

#### RESULTS AND POST-RESULTS

Access the **November 2023** exam series results under restricted release arrangements and issue statements to candidates on results day.

Where applicable, submit to deadline any requests for *copies of scripts to support reviews of marking - Access to Scripts Service*.

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 [JANUARY guide](#)

### JANUARY 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: FEBRUARY SUPPORT GUIDE](#)

[PLANNING: CONFLICTS OF INTEREST LOG TEMPLATE](#) (updated)

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

[NEW EXAMS OFFICER SUPPORT:](#)

- [JANUARY SUPPORT GUIDE](#)
- [EXAMS KEY TERMS GLOSSARY](#) (updated)

[TERMLY CHECKLISTS: SPRING TERM CHECKLIST](#)

PLANNING: JCQ PUBLICATIONS CHECKLIST TEMPLATE (updated)

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