

APRIL 2024

MESSAGES – ARTICLES – NEWS – UPDATES – TASKS – DOCUMENTS

MEMBER MESSAGE

Final preparations for the summer exam series

With less than a month to go before the start of the summer 2024 exam series, exams officers will be engaged in final preparations. Our [April article](#) details the areas which need to be addressed before the exam series begins and serves as a handy reminder for all exams officer – particularly those new to the role.

Summer Conference

The National Association of Examinations Officers has confirmed that its summer conference will take place on 28 June at Elland Road Stadium, Leeds United Football Club.

The focus of the conference is 'Becoming a more effective exams officer' and all the major awarding organisations and Ofqual will be in attendance.

The booking window will open on Tuesday 16 April.

Please see the [NAEO website](#) and the [CEO's April message](#) for more information.

Briefing candidates, parents and staff

The Exams Office – in partnership with the NAEO and The Learning and Skills Office – has helped to devise a PowerPoint presentation (with guidance notes) which has been designed to help centres meet the following JCQ requirement that centres should hold '...a briefing session or a special assembly led by a senior member of staff. The briefing session would reinforce what candidates must and must not do when sitting written examinations and/or on-screen tests, and when producing coursework and/or non-examination assessments' (JCQ *General Regulations for Approved Centres*, section 5.8).

This presentation template can be downloaded from the [Senior Leader and Line Manager Exam Support](#) website (under Support Materials > Sharing Examination Information > Candidate briefing).

Support for senior leaders/exams officers

Since the [Senior Leader and Line Manager Exam Support](#) website was launched last month, over 500 senior leaders/line managers have taken advantage of the opportunity to acquire a free registration and access the support materials contained within the website.

The purpose of this website is to identify the role and responsibilities of senior leaders and line managers in managing/overseeing examinations within their centre and provide resources to help senior leaders/line managers carry out their responsibilities. The areas covered include:

- Recruiting an exams officer
- Supporting your exams officer
- Exams Officer Professional Standards
 - o Register, monitor and claim the standards certificate for your exams officer
- Exams Officer of the Year
 - o Nominate your exams officer
- Support materials
 - o Checklist for senior leaders
 - o Monthly and termly checklists

- Exam policies
- Key documents
- Sharing examination information
- Contingency planning
- Training
- Stakeholder information
 - Latest information from the DfE, Ofqual, JCQ and the major awarding bodies

Exams officers can access the information on this website by asking their senior leader/line manager to acquire a registration (this is available free of charge) and download the relevant documents/materials.

A senior leader conference is due to be held in February 2025, with free attendance for those senior leaders who have registered for this website.

Exams Officer Professional Standards

Over 250 exams officers have been [registered for the Exams Officer Professional Standards](#) by their senior leader/line manager via the [Senior Leader and Line Manager Exam Support](#) website.

Although the intention is for new and experienced exams officers to work towards achieving the standards over an academic year, it is possible for exams officers to review their targets as set for the 2023/2024 academic year and [acquire/achieve the standards](#) if they cover:

- Knowledge and understanding
- Acquiring/developing key skills
- Signing a Values and Attributes statement

From September 2024, we encourage all exams officers to ask their senior leader/line manager to register them for the standards and to utilise these as part of their annual appraisal/professional development.

Exams Officer of the Year 2024

The NAEO has launched its annual search for the [Exams Officer of the Year](#).

You can nominate one of your peers via the [online form found on the NAEO website](#).

Senior leaders/line managers can also nominate their exams officer via the [form found on the Senior Leader and Line Manager Exam Support website](#).

The closing date for nominations is 31 May.

Contingency planning

A major focus in the coming months for The Exams Office and the NAEO will be to support centres in developing robust procedures in relation to their contingency planning.

JCQ centre general inspections, during the summer 2023 exam series, revealed contingency planning as one of the major areas of concern, and therefore, we will be providing advice, guidance and best practice in covering the exams officer at critical stages of the exam cycle in the event of the absence of the exams officer, and sourcing an alternative venue if your centre is unavailable on an exam day/during an exam series or on results day(s).

To begin this support, last month the NAEO published an article which focused upon [Exam contingency planning: Finding an alternative venue](#).

This month, an article has been added which details the some of the contingency measures which could be implemented in the event of the [absence of an exams officer during critical stages of the exam cycle](#).

APRIL ARTICLE

FINAL PREPARATIONS FOR THE SUMMER EXAM SERIES considers some of the final checks/tasks which an exams officer should undertake at this stage of the exam cycle ahead of the summer series.

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

Exams **Training**

(UPDATE) **Key date for your diary!**

The booking window for our Autumn 2024 training events opens during week commencing 15 April 2024.

Annual **Dispatch**

(UPDATE) We are currently planning our 2024/25 annual dispatch of The Exams Office diary, calendar and wall planner which will be sent to UK member centres in late June/early July.

To support the safe receipt of the dispatch, we request that Centre Admin users please now check to ensure their centre address details in their Hub account are correct/accurate.

Online **Exam Store**

(REMINDER) With the summer exam series fast approaching, we would advise all members who are considering placing an online order to do so as early as possible.

Currently all items are in stock and available, and our current lead time is 5-7 working days.



If you have any queries, please email us at TEOEducation@theexamsoffice.com

National **Exams Officer Conferences**

(REMINDER) **Virtual Conference**

The Exams Office 2024 Virtual Conference was launched in March and is available to login and view [here](#).

The Exams Office **Hub**

(UPDATE) **Calendar**

The area of the Hub that allows users to add centre specific events/activities/tasks to the Calendar on their Dashboard (formerly User Events) has been renamed, **User Calendar**.

Events added could include internal key dates/deadlines and key tasks which need to be undertaken on a particular date or within a particular week/month.

(UPDATE) **Key Dates Calendar Tool**

The tool was updated during March to reflect AQA, OCR and Pearson updates to key dates information.

Support for **Senior Leaders**

(REMINDER) **Senior Leader and Line Manager Exam Support website**

The [website](#) launched on 6 March.

There is no cost to acquire access via an annual registration to this support website which contains information and resources which detail the role and responsibilities of senior leaders/line managers, including how an exams officer can be effectively supported and supervised.

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

(UPDATE) **Summer Conference**

Key dates for your diary!

The NAEO [Summer Conference 2024](#) will be held at Elland Road, Leeds United Football Club on 28 June 2024.

The booking window opens during week commencing 15 April 2024.

(REMINDER) **Exams Officer Professional Standards**

The [Exams Officer Professional Standards](#) have been launched via the Senior Leader and Line Manager Exam Support website. Exams officers can acquire information on the standards by visiting the NAEO website:

- [Registering for the standards](#)
- [Achieving the standards](#)
- [Claiming the standards \(certificate\)](#)

Please take the opportunity to remind your senior leader/line manager to register on the [website](#) and to register you for the standards.

(UPDATE) **Exams Officer of the Year 2024**

Nominations for the NAEO annual Exams Officer of the Year award, which is supported by The Exams Office, are being taken via the nomination form on the [NAEO website](#). Nominations are accepted until 31 May 2024.

The award will be presented to the winner and runners-up at the NAEO Summer Conference 2024.

(NEW) **Message and articles**

Chief Executive Officer's Message: [Summer Conference 2024](#)

Articles:

(Exams) [Exam contingency planning - Covering the absence of your exams officer](#)

(Mindfulness and Wellbeing) [Take responsibility for your future - a Mindful look at how we think](#)

(UPDATE) **'Rewards' draw**

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

Justine Browne
Susan Draper
Lisa Harrop
Claire Purvis
Gillian Ronksley

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

KEY TASKS AND KEY DOCUMENTS

WWW.THEEXAMSOFFICE.ORG

E. contact@TheExamsOffice.com T. 0333 7000 755

[@theexamsoffice](https://twitter.com/theexamsoffice) [f The Exams Office](https://www.facebook.com/TheExamsOffice)

APRIL key tasks

A brief summary of main key tasks is provided here. In addition, the [SUMMER TERM CHECKLIST](#) provides a general overview of key tasks and good practice during the period April to August.

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 main focus is likely to be preparation for the **Summer 2024** exam series.

ENTRIES

Continue to monitor and check with teaching teams if their final entries for the **Summer 2024** exam series are still correct.

Note for qualification grades to be successfully awarded in summer 2024, entries must be accurate

Check entry feedback following the submission of any amendments. Particularly note and meet the April deadlines offered by some awarding bodies for making changes (amendments and withdrawals) to entries (without charge).

PRE-EXAMS

Continue preparation for the **Summer 2024** exam series. Submit any currently known requests for alternative site arrangements to meet the required timeframe.

RESULTS AND POST-RESULTS

Where applicable, complete the administration of any post-results services request for the **January 2024** exam series.

As may be applicable, manage results for the **March 2024** exam series and administer any post-results services requests.

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 [APRIL guide](#)

APRIL 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: MAY SUPPORT GUIDE](#)

[EXAM TIME: SUMMER EXAMS WEEKLY REPORT FORM TEMPLATE](#)

[EXAMS REVIEW: KEY TASKS REVIEW CHECKLIST TEMPLATE](#)

To support exams officers in preparing for and managing results day(s) and administering post-results services, The Exams Office provides a range of [RESULTS AND POST-RESULTS](#) resources. These will be published/reviewed/updated during May and June to support the **Summer 2024** exam series.

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

[NEW EXAMS OFFICER SUPPORT: APRIL SUPPORT GUIDE](#)

[TERMLY CHECKLISTS: SUMMER TERM CHECKLIST](#)

[PLANNING: JCQ PUBLICATIONS CHECKLIST TEMPLATE \(updated\)](#)

[ENTRIES: DEADLINES FOR ENTRIES, FEES AND CHARGES TEMPLATE \(updated\)](#)