

## MEMBER MESSAGE

### Ensuring your entries are right...first time!

The main focus for exams officers during February is on ensuring that summer exam entries are made correctly first time...and to deadline.

JCQ has published a checklist relating to [Getting your entries right first time](#) whilst The Exams Office provides the following resources relating to Entries within the [Hub](#):

- **A guide to managing entries:** An overview of the terminology and processes that have to be managed and administered in this important stage of the exam cycle
- **A guide to avoiding late entries:** Good practice suggestions to help mitigate the risk of late or missed entries which can have a serious impact on the exams budget and potentially put students' futures at risk
- **Changes to entry information form template:** A template which ensures that a formal process (providing an audit trail) is in place to collect requests for changes to be made to final entries that have already been collected (and ultimately submitted to awarding bodies)
- **Deadlines for entries, fees and charges template:** A record of awarding body entry, amendment and withdrawal key dates and deadlines with links to fee information
- **Exam entry form template:** A form which supports centres in collect entry information directly from candidates – this may be first-time entry or re-sit entry information. This template provides a way of collecting this information from individual (internal) candidates
- **External entries collection form template:** A template which provides a way of collecting information on individual candidates and the external exams/assessments they will be taking in a particular exam series
- **Late entry form template:** A form which supports the collation of new entries that are made after the final entry deadline has passed and where any late entry fees that may be charged by awarding bodies will be recouped (re-charged) to the relevant subject department budget
- **Managing entries (Candidate names and gender identity guide):** A series of links to guidance to support the management of entry information
- **Private candidate (Provisional entry confirmation template):** A template to confirm provisional entry information to a prospective private candidate

### Preparing for the summer exam series

The Exams Office offers face-to-face training events to support exams officers and senior leaders in preparing for the summer exam series.

The exams officer *Spring into Summer* training is geared in particular to new exams officers who have not delivered a summer exam series, or those requiring a 'refresher course'. These events take place:

- [Bristol 24 February](#) (The Bristol Hotel)
- [Coventry 28 February](#) (Coventry Building Society Arena)
- [Manchester 3 March](#) (Emirates Old Trafford Cricket Ground)

- [Leeds 4 March](#) (Headingley Stadium)
- [London 10 March](#) (Wembley Stadium)

A place can be booked by clicking on the relevant link above.

### Senior leaders

The Exams Office also offers a training event for senior leaders/line managers which focuses upon the role and responsibilities of an exams officer before, during and after the summer exam series, and how a senior leader can successfully support, supervise and manage their exams officer in undertaking the relevant tasks.

The content also addresses the contingency measures which senior leaders may need to put in place to mitigate the absence of their exams officers before, during and after an exams series. This event takes place:

- [London 11 March](#) (Wembley Stadium)

### **Virtual Conference**

The Exams Office National Exams Officer Conference at Manchester, and the inaugural Senior Leader Conference at Coventry are both being filmed and will be available as virtual conferences in the coming weeks.

An email will be sent to all member centres when these are available to view online.

### **Cyber security**

The National Association of Examinations Officers has published an article on *Cyber security – Centre and staff responsibilities* which outlines the main areas which should be addressed across a school/college and by individual staff members to ensure adequate levels of cyber security are in place.

In the coming weeks, we will be announcing the launch of two programmes - a cyber security training programme for individual members of staff, and a centre-wide cyber threat identification programme. An update will be provided to members upon the launch of these programmes.

### **Invigilation**

The following articles have been produced by The Exams Office and the National Association of Examinations Officers to support exams officers in relation to invigilation within their centre:

- [Managing, organising and utilising your invigilators](#) (NAEO CEO message)
- [Ten reasons why an invigilator should not invigilate during an exam series](#) (TEO article, December 2024)

### **Briefing candidates ahead of an exam series**

The Exams Office has produced an article which provides good practice, hints and tips to support senior leaders and exams officers in briefing their candidates before an exam series.

An editable PowerPoint presentation (and guidance notes) is available from the [Senior Leader and Line Manager Exam Support website](#). If a senior leader has not registered for this free-to-access website, an exams officer can create an account on behalf of/for their senior leader and access the candidate briefing and guidance notes. This will also give access to exams officers to register themselves for, and monitor their progress against, the Exams Officer Professional Standards.

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## February ARTICLE

[BRIEFING CANDIDATES BEFORE AN EXAM SERIES](#) considers who should create the content for, and deliver, information which should be covered during a candidate briefing/assembly.

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## The Exams Office NEWS and UPDATES

### The Exams Office Hub

#### Conference Attendance

A certificate confirming delegate attendance at the relevant National Conference will be available after the final event in Coventry (7 February) has taken place. From mid-February please select the *Conference Attendance* area from the Resources menu in the Hub and follow the instructions to download your personalised certificate.

#### Exams Timetable Tool

The [tool](#) was updated during January by the addition of exam timetable data for the (AQA, OCR, Pearson, WJEC) November 2025 exam series.

#### Key Dates Calendar Tool

The [tool](#) was updated during January to:

- reflect updates to WJEC / Eduqas *Key Dates 2024/25* to versions 3/4
- add JQC *Key Dates - November 2025*
- add updates to OCR *Key dates for general qualifications and Cambridge Nationals 2024/25*

#### Provisional Exams Timetable Tool

Summer 2026 provisional exam timetables were published (3 February) on [AQA](#), [OCR](#), [Pearson](#) and [WJEC / Eduqas](#) websites. The deadline for feedback comments as detailed on the websites is 21

March. Provisional timetable data for Summer 2026 will be added to the [tool](#) as it is received directly from these awarding bodies in early February 2025.

### **Access to the Hub - do we hold the correct information for you and your centre?**

Please regularly log into your Hub account to review the information we have listed for your centre.

To avoid any issues in receiving our next Annual Dispatch in summer 2025, please check the following:

- **We have the correct Centre Admin listed for your centre** (this can be reviewed within the User Management area of the Hub)
- **Your centre number, centre name and postal address are correct** (this can be reviewed within the Centre Management area)
- **Your centre's Finance email address is correct** (this can be reviewed within the Centre Management area)

If any of the above information requires updating/amending, please email [contact@theexamsoffice.com](mailto:contact@theexamsoffice.com).

### **National Conferences**

We were delighted to welcome delegates to our conferences in Bristol, Leeds, London and Manchester during January and early February and look forward to seeing Coventry delegates at the final exams officer and senior leader/line manager events on 6/7 February.

### **Delegate certificates of attendance**

See details in the *Conference Attendance* section above.

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

### **Reminder: NAEO Summer Conference 2025**

The date and location of the [conference](#) have been confirmed as **Monday 30 June 2025** at the **Kia Oval, London**.

### **February message and articles**

CEO Message: [Managing, organising and utilising your invigilators](#)

(Exams article) [Cyber security – centre and staff responsibilities](#)

(Mindfulness and Wellbeing article) [Bringing a mindfulness approach to your invigilation responsibilities](#)

## Member rewards

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

David Drake  
Kris Greda  
Wayne Hildreth  
Christine Moran-Hetherington  
Thomas Roberts

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

## Membership reminder

Please remember that you need to renew your NAEO membership from 1 September every year.

Membership renewal simply requires clicking on the re-registration details link at the bottom of the [Join](#) screen.

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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 primary focus is on tasks relating to entries for the **Summer 2025** exam series, being managed during February (which includes a half term holiday period for some).

#### ENTRIES

Submit final entries for the **Summer 2025** exam series prior to/no later than the February deadline.

#### PRE-EXAMS

As applicable, prepare for the **March 2025** exam series.

Consider exam preparation tasks for the **Summer 2025** exam series.

#### RESULTS AND POST-RESULTS

Submit to deadline any final requests for Access to Scripts, clerical checks, reviews of marking, reviews of moderation or other results enquiries, for the **November 2024** exam series.

Prepare to receive and distribute certificates, where applicable to the **November 2024** exam series.

Prepare for results day(s) for the **January 2025** exam series.

For more detailed information on key tasks and JCQ key dates, refer to the [monthly support guide](#) added to The Exams Office Hub by the beginning of the month it relates to.

## FEBRUARY 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.

Updated documents/resources to be published this month include:

### NEW EXAMS OFFICER:

- MARCH SUPPORT GUIDE
- EXAMS KEY TERMS GLOSSARY (updated)

A reminder of new/updated documents/resources published in January:

### NEW EXAMS OFFICER: FEBRUARY SUPPORT GUIDE

### PRE-EXAMS: (New) **Sharing Examination Information: Candidate briefing:**

- Sample Exam Briefing Presentation
- Student Exam Briefing Guidance Notes