

INFORMATION AND UPDATES FROM THE EXAMS OFFICE 2024/25



Please note, information and hyperlinks provided were correct at the date they were published and could be subject to future archive.

(04/08/2025)

- **August 2025 update** sent to members
- **AUGUST UPDATE** published

(01/08/2025) NAEO CEO message - **August 2025: Supporting SENCos....to enable us to support exams officers**

(02/07/2025)

- **July 2025 update** sent to members
- **JULY UPDATE** published

(29/06/2025) July 2025 article: **NOMINATING A SENIOR DESIGNATED CONTACT(S)**

(27/06/2025)

- NAEO CEO message - **July 2025: The launch of the NAEO Exams Training Endorsement Programme**
- NAEO July 2025 article: **Initial feedback from the summer exam series**

(19/06/2025) 'Question Time' podcast: **Senior Designated Contact(s)**

(07/06/2025) 'Question Time' podcast: **Regulations relating to toilet breaks/candidates temporarily leaving the exam room**

(02/06/2025)

- **June 2025 update** sent to members
- NAEO CEO message - **June 2025: What has JCQ ever done for the exams officer community?**
- **JUNE UPDATE** published

(28/05/2025)

- NAEO / TEO (joint article June 2025): **KEY INFORMATION FOR CANDIDATES AND PARENTS/CARERS**
- June 2025 article: **SPECIAL CONSIDERATION – WHAT, WHEN AND HOW**

(01/05/2025) **May 2025 update** sent to members

(30/04/2025) **MAY UPDATE** published

(28/04/2025)

- May 2025 article: **RESULTS AND POST-RESULTS: EXAMS OFFICER ROLE AND RESPONSIBILITIES**
- NAEO CEO message – **May 2025: Summer Conference 2025**

(26/04/2025) NAEO May 2025 article: **Preparing for a JCQ centre inspection**

(04/04/2025) **April 2025 update** sent to members

(03/04/2025) **APRIL UPDATE** published

(01/04/2025)

- **The NAEO Summer Conference 2025**
- NAEO CEO message – **April 2025: The launch of 2025 Exams Officer of the Year award**

(25/03/2025) April 2025 article: **FINAL PREPARATIONS FOR THE SUMMER EXAM SERIES**

(24/03/2025) NAEO April 2025 article: **Sharing examination information/results with third parties (including parents)**

(17/03/2025) **Mid-month update: The Exam Room Clock and the Exams Officer of the Year award 2025** sent to members

(03/03/2025)

- **March 2025 update** sent to members
- **MARCH UPDATE** published

(28/02/2025) NAEO CEO Message – **March 2025: The importance of contingency planning ahead of the summer exam series**

(24/02/2025)

- **March 2025 article: EXAM CONTINGENCY PLANNING: COVERING THE ABSENCE OF YOUR EXAMS OFFICER**
- NAEO March 2025 article: **Exam contingency planning: Finding an alternative site**

(05/02/2025) **FEBRUARY 2025 update** sent to members

(04/02/2025) **FEBRUARY UPDATE** published

(29/01/2025) NAEO February 2025 article: **Cyber security – centre and staff responsibilities**

(27/01/2025)

- NAEO CEO Message - February 2025: **Managing, organising and utilising your invigilators**
- **February 2025 article: BRIEFING CANDIDATES BEFORE AN EXAM SERIES**

(09/01/2025) **JANUARY 2025 update** sent to members

(06/01/2025) **JANUARY UPDATE** published

(03/01/2025) NAEO CEO Message - January 2025: **The outcomes of the annual exams officer survey**

(31/12/2024) NAEO January 2025 article: **Why every centre should appoint an Exams Assistant**

(30/12/2024) **January 2025 article: MANAGING EXAMINATION ENTRIES AND AVOIDING/MINIMISING LATE ENTRY FEES**

(12/12/2024) **Member update: Invigilator training resources**

(06/12/2024) **National Senior Leader/Line Manager Exams Conference update**

(02/12/2024)

- **DECEMBER 2024 update** sent to members
- **DECEMBER UPDATE** published

(27/11/2024) NAEO December 2024 article: **Factors to highlight when negotiating a salary review**

(26/11/2024) **December 2024 article: TEN REASONS WHY AN EXAMS OFFICER SHOULD NOT INVIGILATE DURING AN EXAM SERIES**

(04/11/2024)

- **November 2024 update** sent to members
- **NOVEMBER UPDATE** published

(01/11/2024) **National Exams Officer Conferences 2025 (Member update)**

(31/10/2024) NAEO CEO Message - **November 2024: What an exams officer should expect from their line manager/senior leader**

(30/10/2024) NAEO November 2024 article: **The role and responsibilities of the exams officer in the management, administration and facilitation/conducting of access arrangements**

(28/10/2024) **November 2024 article: MANAGING SUPERVISED REST BREAKS**

(15/10/2024) **Exams Officer Professional Standards (Member special update)**

(03/10/2024) **October 2024 update** sent to members

(02/10/2024) **OCTOBER UPDATE** published

(30/09/2024)

- NAEO CEO Message – October 2024: **The importance of engaging with the 2024 Exams Officer Survey**
- NAEO October 2024 article: **The School Support Staff Negotiation Board (SSSNB)**

(27/09/2024) **NAEO Exams Officer Survey 2024 – We'd love your feedback!**

(26/09/2024) **October 2024 article: A SUMMARY OF THE MAIN CHANGES WITHIN THE ICE DOCUMENT**

(04/09/2024)

- **September 2024 update** sent to members
- **SEPTEMBER UPDATE** published

(02/09/2024) NAEO CEO Message – September 2024: **A review of the summer 2024 exam series....and looking ahead to the new academic year**

(01/09/2024) National Association of Examinations Officers (**NAEO**) September 2024 article: **The reasons why every exams officer should have access to an effective professional development programme for the 2024/2025 academic year**