



MEMBER MESSAGE

Book your place at The Exams Office National Conferences

We are delighted to announce that the booking window for The Exams Office National Conferences is now open.

You can book your complimentary place at one of the following conferences by selecting *Book Conference Place* from the Resources menu of the Hub and following the instructions:

- 21 January: Bristol (Ashton Gate Stadium)
- 23 January: Coventry (CBS Arena)
- 29 January: London (Wembley Stadium)
- 3 February: Manchester (Emirates Old Trafford cricket ground)
- 5 February: Leeds (Headingley Stadium)

Please visit [The Exams Office website](https://www.theexamsoffice.org) to view further information including details of the presentations.

Live broadcast

For the first time The Exams Office will be live streaming the National Exams Officer Conference.

The live webcast will be streamed from the London Wembley conference on Thursday 29 January and members will be able to join from their centre, or other suitable location.

The live webcast is an alternative for member centres if the conference dates are not convenient to attend, if you are unable to secure a place at a conference of your choice or your geographical location prevents you from attending one of the conferences. Member centres will be able to join the live webcast to hear the workshops taking place in the Bobby Moore suite. The workshops in the Wembley Suite will not be available via a live stream, but can be viewed via the Virtual Conference (see below).

More details on how to register and access on the day will be published on the website page link above in December.

Virtual Conference

Our Virtual Conference 2026 will also be made available to exams officers and senior leaders within member centres from week commencing 9 February 2026.

Photographs

Photographs will be taken at the London Wembley conference, on Thursday 29 January, and used for promotional purposes on theexamsoffice.org website and within The Exams Office training resources and materials.



Latest support materials

In recent weeks, the following support materials have been added to the Hub:

Second Pair of Eyes Check form (auto-generated)

To save exams officers time during an exam series, The Exams Office has launched a tool which allows exams officers to generate *Second Pair of Eyes Check* forms ahead of an exam series.

The following information will be pre-populated on these forms:

- Day
- Date of check
- Session
- Awarding body
- Subject
- Component/unit code

The tool is available by selecting *Second Pair of Eyes Check* from the Resources menu of the Hub.

Invigilator training presentation

The **PowerPoint** delivered by The Exams Office training team as part of our in-house training programme for new invigilators is now available within the *Invigilation Support* category in the Key Documents area of the Hub. The template also includes a *Regulation Changes 2025/2026* section to support a training session which is being delivered to both new and existing/experienced invigilators. The title of the PowerPoint is:

- [NEW INVIGILATOR TRAINING PRESENTATION TEMPLATE](#) and the delivery of this is supported by:
 - [NEW INVIGILATOR TRAINING PRESENTATION: TRAINER NOTES](#)
 - [NEW INVIGILATOR TRAINING PRESENTATION: INVIGILATOR TRAINING BOOKLET](#)

Pre-exams candidate briefing

To support centres in meeting JCQ's regulation to '...reinforce what candidates must and must not do when sitting written examinations', The Exams Office has produced a sample candidate briefing **PowerPoint** supported by presenter notes.

These resources are now available within the *Pre-exams* category in the Key Documents area of the Hub. These are titled:

- [CANDIDATE BRIEFING](#)
- [CANDIDATE BRIEFING PRESENTER NOTES](#)



Instructions for candidates for written examinations

To ensure that candidates receive the necessary information in relation to their written examinations, The Exams Office has produced the following resources:

- [‘INSTRUCTIONS FOR CANDIDATES’ BRIEFING TEMPLATE](#) - a one-page **Word** document briefing
- [INSTRUCTIONS FOR CANDIDATES 2025/2026 VIDEO](#) - a **video**, found in the *Training Videos* area of the Hub, which provides the content included within the *JCQ Information for candidates for written examinations* document

Invigilator Rota Planning Tool

The [Invigilator Rota Planning Tool](#) allows your invigilators to confirm their availability for internal tests/mock exams and external exams, and for you to allocate shifts and record this information within the Hub.

e-Cards

Our **November** e-Card - which recognises the busy nature of recent weeks for exams officers - is now available in the Hub.



National SENCo Conferences

The booking window for the [NAEO's inaugural SENCo conferences](#) is now open. The content of the presentations at this conference are designed to support SENCos in managing access arrangements and to prepare for the summer exam series.

The conferences are being held at:

- London, Wembley Stadium – Tuesday 27 January
- Manchester, Emirates Old Trafford (Lancashire cricket club) – Monday 2 February

Please forward this message to your SENCo so they can secure their place. We anticipate significant demand for places and therefore we urge delegates to book as soon as possible to avoid disappointment.

Delegates from centres with a current membership to The Exams Office acquire a £30 discount on the delegate rate (reduced from £295 to £265).

Senior Leader Exams Conference

The presentations at the [Senior Leader Exams Conference](#) taking place at Wembley Stadium have been confirmed. Details of the booking window will be announced shortly.



The presentations focus upon the role and responsibilities of senior leaders/line managers in relation to examinations/assessments and to prepare them for the summer 2026 exam series.

November ARTICLE

ROLES AND RESPONSIBILITIES IN THE CREATION, REVIEW AND UPDATING OF JCQ REQUIRED EXAM-RELATED POLICIES considers those documents which are required by JCQ and the staff who are involved in their creation, annual review and update.

The Exams Office NEWS and UPDATES

The Exams Office Membership

As our National Conferences approach, we kindly ask that you ensure your membership is current. Please note that any lapse in membership may result in delays when confirming your conference reservation.

If you have any queries regarding payment, please contact us at finance@theexamsoffice.com

The Exams Office Hub

Exams Timetable Tool

The [tool](#) contains timetable data for exams taking place during the 2025/26 academic year.

The latest update includes the addition of Cambridge OCR (Cambridge Advanced Nationals) January 2026 timetable data.

Key Dates Calendar Tool

The [tool](#) contains key dates for exam series during the 2025/26 academic year.

The latest updates include:

- the addition of WJEC T Levels key dates
- additional dates added for WJEC Level 1, 2 Vocational/Tech and Welsh Bacc
- the amendment of WJEC VTQ Termtime checkpoint dates
- the amendment of Cambridge OCR key dates relating to the Feb-26 series

Access to The Exams Office Hub

Centre Admin users - do we hold the correct information for your centre?



We ask that you regularly review the information we have listed for your centre in the Hub. To avoid any potential issues (such as user access, inability to book a conference place, etc.) 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)

For example:

The name of your Centre Admin will need updating if your Centre Admin leaves the role during the new academic year

If the Centre Admin role has been taken over by a different member of the team and, although they are listed in the Hub, their role needs to be changed to Centre Admin

- **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

National Association of Examinations Officers NEWS and UPDATES

November message and articles

CEO Message: [Should exams officers undertake an additional role?](#)

(Exams article) [Reconsidering the job title: Exams Officer vs Exams Manager](#)

(Mindfulness and Wellbeing article) [How to show gratitude and give back](#)

Exams Officer Professional Standards

As a reminder, a new, and improved, registration, visibility and management system has been launched with an updated *Toolkit* to guide you through the process to achievement of the [Standards](#) for 2025/26.

The Exams Officer Professional Standards serves as a framework to set, monitor and record progress and achievement against targets each academic year. Once you have achieved your CPD targets, your line manager can claim a certificate on your behalf each academic year to record your achievement. Please visit [The Learning and Skills Office website](#) to register for the Standards and do book your first meeting with your line manager this term.



Member rewards

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

Catherine Dietrich
Sharon Dyos
Nicki Easton
Carole Ferns
Neil Fillery

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.

KEY TASKS and KEY DOCUMENTS

NOVEMBER key tasks

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

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

(Where relevant to your role/the qualifications delivered in your centre) Continue to plan ahead, for example:

- preparation for internal exams/assessments that may be taking place in November/December
- preparation for the issue of **November 2025** results in January
- preparation for the **January** (and/or February) **2026** exam series
- preparation for submitting **Summer 2026** entries

ENTRIES

(Where relevant to the qualifications delivered in your centre) Submit entries for the February 2026 series (where the awarding body entry deadline falls in November).



Note the release of basedata for the **Summer 2026** exam series in November - this signals a starting point (for centres using a MIS for exams administration) from when preparation for final entries could commence.

EXAM TIME

(Where applicable) Conduct exams in the **November 2025** exam series.

RESULTS AND POST-RESULTS

Receive and distribute certificates for the **Summer 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.

NOVEMBER 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 in the Hub during November include:

NEW EXAMS OFFICER: DECEMBER SUPPORT GUIDE

ENTRIES: DEADLINES FOR ENTRIES, FEES AND CHARGES TEMPLATE (updated for the summer 2026 exam series)

RESULTS AND POST-RESULTS: (For the November 2025 series and beyond)

- A GUIDE TO PREPARING FOR A RESULTS DAY
- A GUIDE TO ADMINISTERING POST-RESULTS SERVICES
- MODERATION RETURNS LOG TEMPLATE
- POST-RESULTS SERVICES: DEADLINES, FEES AND CHARGES TEMPLATE
- POST-RESULTS SERVICES: REQUEST, CONSENT AND PAYMENT FORM TEMPLATE
- POST-RESULTS SERVICES: TRACKING LOG TEMPLATE
- CANDIDATE PERMISSION FORM TEMPLATE
- CERTIFICATE COLLECTION INFORMATION FOR CANDIDATES TEMPLATE

A reminder of updated documents/resources published in the Hub during October:

NEW EXAMS OFFICER: NOVEMBER SUPPORT GUIDE

PLANNING: A GUIDE TO JCQ CENTRE INSPECTIONS (updated in respect of Access Arrangements inspections)

PRE-EXAMS: remaining guides, checklists and templates

EXAM TIME: remaining guides, checklists and templates

EXAMS REVIEW: guide and templates



EXAM POLICY TEMPLATES: any remaining templates (the COMPLAINTS POLICY (Exams) TEMPLATE was further updated on 01/10/2025 to reflect a change that was missed)
