

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 (or have been) made correctly first time...and to deadline.

JCQ has published a guide relating to [Getting your entries right first time](#) whilst The Exams Office has published an article which will help exams officers in [avoiding and/or minimising late entry fees](#). There is also an extensive range of resources relating to **Entries** within the [Key Documents](#) area of the [Hub](#).

Virtual Conference

The Exams Office National Exams Officer, Senior Leader/Line Manager and SENCo Conferences in London were filmed and will be available as Virtual Conferences via the Hub during week beginning 9 February.

PDF versions of all presentations are available from the [Exams Officer](#) and [Senior Leader/Line Manager](#) Conference pages on The Exams Office website and the [SENCo Conference page](#) on the NAEQ website.

During week beginning 9 February, we will be emailing all members with details of our Virtual Conference, however, you can also watch a recording of the live stream from the Wembley National Exams Officer Conference in the [Training Videos](#) area of the Hub.

Preparing for the summer exam series – Exams officer and senior leader/line manager training

The Exams Office has a programme of face-to-face training events to support exams officers and senior leaders prepare for the summer exam series.

The content of this [Spring into Summer training](#) has been devised to support new exams officers who have not delivered a summer exam series, or those requiring a refresher course, and senior leaders who want to develop their knowledge of the examination system.

These events take place at:

- [Bristol 23 February](#) (Ashton Gate Stadium)
- [Coventry 27 February](#) (Coventry Building Society Arena)
- [Manchester 2 March](#) (Emirates Old Trafford Cricket Ground)
- [Leeds 3 March](#) (Headingley Stadium)
- [London 10 March](#) (Wembley Stadium)

You can book your place via the links above.



Invigilator training videos

The following videos have been updated and have been added to the *Training Videos* area of the Hub (under the *Invigilator Training (for new invigilators)* category) and to units of the *Invigilator Training and Assessment Module*:

- The role of the invigilator
- Examination materials
- Starting the examination
- During the examination
- Supervising the candidates
- At the end of the examination

You can also download these videos for use in centre-devised presentations, by hovering your cursor over the video, right-clicking and selecting *Copy video URL*.

A reminder that within the *Training Videos* area (under the *Invigilator Training (for existing invigilation teams/experienced invigilators)* category) you can also download a PowerPoint video presentation of the online update training which is delivered by The Exams Office as part of an annual invigilator update/changes meeting.

Summer 2026 exam series – Briefing candidates

The Exams Office has a range of support materials to support centres in meeting JCQ requirements to deliver '*...a briefing session or a special assembly led by a senior member of staff...[which]...reinforces what candidates must and must not do when sitting written examinations and/or on-screen tests, and when producing coursework and/or non-examinations assessments.*' (see *General Regulations for Approved Centres*, section 5.8c).

In addition to a *sample candidate exam briefing presentation* (and presenter notes) which can be found in the *Key Documents* area of the Hub, The Exams Office has updated its animated *Information for candidates (for written examinations)* video for the summer 2026 exam series.

This five-minute video covers the content as detailed in Appendix 5 of JCQ's *Instructions for conducting examinations* document. It is a JCQ requirement for this information to be distributed to all candidates prior to examinations taking place (see *General Regulations for Approved Centre*, section 5.8c).

The video can be found can be found within the *Training Videos* area of the Hub (under the *Instructions for candidates animation* category).

Although this video cannot be used by/shared with third parties/organisations, non-member centres or for financial gain, The Exams Office gives member centres permission to show this video during a briefing/assembly, to add this to their centre website, and/or to use with parents.

Education Record app



On 8 January, the Department for Education announced the national roll out of the Education Record app. This is intended to modernise how young people access their exam results once they have left school.

The Education Record app is designed to support the transition from key stage 4 to 5 and to provide students with secure, digital access to their education records

The NAEQ has produced an [information document](#) (for exams officers) which includes a range of frequently asked questions relating to access to the app, the information contained within the app and the members of centre staff who should be responsible for ensuring that students can view the app on their phone.

The [NAEQ CEO message](#) highlights the reasons why exams officers should not be involved in vouching for students or dealing with subsequent queries from students in relation to their information within the app.

Exams Officer Professional Standards

To support meeting JCQ CPD requirements (see *General Regulations for Approved Centres*, section 5.3c), exams officers can register, track progress, and obtain certification for the *Exams Officer Professional Standards* at no cost via the [Senior Leader and Line Manager Exam Support website](#).

Senior leaders/line managers can also register to verify CPD completion.

Over 1,500 exams officers have registered or certified for this academic year.

February ARTICLE

[AVOIDING AND/OR MINIMISING LATE ENTRY FEES](#) considers the actions an exams officer may take to mitigate the risk of late or missed entries.

The Exams Office NEWS and UPDATES

National Conferences

We were delighted to welcome delegates to our events in Bristol, Coventry and London during January and look forward to welcoming Manchester and Leeds delegates in early February.

Delegate certificates of attendance

Details confirming access to certificates will be provided during week beginning 9 February, alongside information relating to the virtual conferences.



The Exams Office Hub

Invigilator Badges

[Invigilator badges](#) for the 2024/25 academic year have now been distributed.

2025/26 badges will be available for invigilators who have completed at least one online training and assessment unit or the *Invigilator Digital Accreditation*.

Up to 50 badges (in six colours) are included with membership; additional badges for the 2025/26 academic year can be pre-ordered via the *Exclusives* section of [The Exams Office Store](#).

A reminder that you **must** confirm your request by **30 April** to receive complimentary badges for 2025/26.

Key Dates Calendar Tool

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

- an amendment to the Pearson entry deadline (UK centres) for International GCSE
- the addition of Cambridge OCR specific centre assessment key dates

Provisional Exams Timetable Tool

Summer 2027 provisional exam timetables are due to be published (2 February) on [AQA](#), [OCR](#), [Pearson](#) and [WJEC](#) / [Eduqas](#) websites. They will be subject to a six-week consultation (the opportunity for feedback/comments) running until 20 March 2026. Provisional timetable information will be added to the [tool](#) once we receive the data directly from these awarding bodies.

Access to The Exams Office Hub reminder

Centre Admin users, 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, non-receipt of the annual dispatch, 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

February message and article

CEO Message: [The Education Record app - Roles and responsibilities](#)

(Exams article) [The Education Record app - Information for exams officers](#)

(Mindfulness and Wellbeing article) [Thinking Well: The Key to Reducing Exam Stress](#) and the January article: [Fresh Start 2026: Time for a declutter and new focus](#)

Member rewards

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

Yasmin Akhtar

Sajida Dar

Marie Gladders

Alison Horner

Sam Spensley

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

Membership reminder

Please remember **it is important** that you renew your NAEQ 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

FEBRUARY key tasks

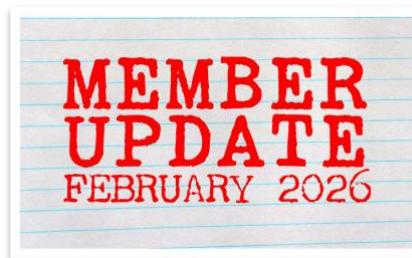
A brief summary of main key tasks is provided here. In addition, the [SPRING TERM CHECKLIST](#) provides a general overview of key tasks and good practice during the period January to March.

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

As the spring term continues, the exams process continues at pace. February may see you having to manage, for example:

- processing any final requests for post-results services (**November 2025** exam series)
- making entries (**Summer 2026** exam series)
- preparing for exams (**February** and/or **Summer 2026** exam series)



- conducting external exams (**February 2026** exam series) and internal exams/assessments
- preparing for the issue of results (**January 2026** exam series)

ENTRIES

Submit final entries for the **Summer 2026** exam series prior to/no later than the February deadline.

PRE-EXAMS

Consider exam preparation tasks for the **Summer 2026** exam series.

RESULTS AND POST-RESULTS

Submit to deadline any final requests for reviews of results or other results enquiries, for the **November 2025** exam series.

Receive and distribute certificates, where applicable to the **November 2025** exam series.

Prepare for results day(s) for the **January 2026** 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 in the Hub during February include:

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

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

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

[EXAM POLICY TEMPLATES: CYBER SECURITY POLICY \(Exams\) TEMPLATE \(minor revision\)](#)