

MEMBER MESSAGE

Planning for the summer exam series

Now that exam entries have been submitted, planning for the summer exam series begins in earnest.

Our March article (linked below) outlines twelve key areas that exams managers/officers should focus on before the Easter break to make sure that they - and their centre - are fully prepared for the summer series.

During week commencing 9 March, we will also be emailing members with information and links to a comprehensive range of materials and resources to support you in preparing for the summer series.

e-Card - Exam entries: Amendments and withdrawals

To support exams managers/officers in ensuring that any amendments and withdrawals to entries are made within the relevant awarding body deadline, we have produced a poster which can be used to highlight your internal deadline for the receipt of any changes to teaching staff. This can be found in the e-Cards area of the Hub.

Job description

The National Association of Examinations Officers has devised a [sample job description](#) for the Exams Manager/Exams Officer role in partnership with The Exams Office.

This editable word template is intended for use:

- When appointing a new exams manager or exams officer (with adaptations as needed to meet centre-specific requirements)
- By current exams managers to ensure their job description accurately reflects their responsibilities
- By existing exams officers to demonstrate to senior leaders and line managers that their role carries managerial responsibilities rather than being solely administrative

Invigilator training videos

In addition to a range of existing 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
- The examination room
- Identifying candidates
- Question papers, stationery, materials and other equipment



- Starting the examination
- Supervising the candidates
- During the examination
- At the end of the examination

These videos can be downloaded 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.

Virtual Conference

The Exams Office National Exams Officer, Senior Leader/Line Manager and SENCo Conferences in London were filmed and have been added to the Hub in the *Training Videos* area (by selecting the relevant dropdown category).

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 NAO website.

March ARTICLE

[PLANNING FOR A SUCCESSFUL SUMMER EXAM SERIES](#) outlines twelve key areas that exams managers/officers should focus on before the Easter break to make sure that they - and their centre - are fully prepared for the summer series.

The Exams Office NEWS and UPDATES

National Conferences

As a reminder:

- **National Exams Manager/Officer Conference 2026:** Attendance/CPD certificates are available for download in the *Conference Attendance* area of the Hub
- **National Senior Leader Line Manager Exams Conference 2026** and **NAEO National SENCo Conference 2026:** Delegates have been directly emailed their attendance certificate

The Exams Office Hub

Second Pair of Eyes Check

Improved functionality now enables exams added to created forms to be sorted into date order.

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 Pearson International Advanced Level timetable data for the Summer-26 series.

Key Dates Calendar Tool

The [tool](#) contains key dates for exam series during the 2025/26 academic year. The latest update includes a change to Cambridge OCR's publication date of Core Maths pre-release materials.

Provisional Exams Timetable Tool

[AQA](#), [Cambridge OCR](#), [Pearson](#) and [WJEC / Eduqas](#) published their provisional summer 2027 examination timetables for consultation on Monday 2 February 2026. These are subject to a six-week consultation (the opportunity to feedback/comment) running until Friday 20 March 2026.

The [tool](#) was updated from 9 February to reflect provisional timetable information received directly from AQA, Cambridge OCR and Pearson (WJEC information awaited). After the consultation and once final timetables are published, this information will be removed from the tool.

Training Videos

As a reminder, this area contains the videos that were filmed during the conferences in London on 27-29 January 2026.

Access to The Exams Office Hub reminder

We wish to highlight this reminder this month as it is particularly important as The Exams Office starts to plan for the member Annual Dispatch 2026/27

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

March message and articles

CEO Message: [The importance of an accurate job description](#)

(Exams article) [Why you should be known as an exams manager and not an exams officer](#)

(Mindfulness and Wellbeing article) [The Exam Officer's Survival Guide: Thriving Under Deadlines](#)

Member rewards

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

Adaran Bunmi

Ella Higgs

Georgina Holland

Laura Jarvis

Ernest Waller

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 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

MARCH 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

March is likely to be another extremely busy month, where a wide variety of tasks may need to be undertaken across multiple exam series.

Final entries for the **Summer 2026** exam series have been made and the focus turns to exams preparation (pre-exams) tasks.



ENTRIES

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

Where an awarding body may offer a March entry deadline for certain qualifications, submit entries for the **Summer 2026** exam series that were not submitted at the same time as the main summer entries to the February deadline.

PRE-EXAMS

Start/continue preparation for the **Summer 2026** exam series.

Ensure any notification(s) relating to alternative site arrangements (for example, where it is intended that an exam(s) will be conducted at the candidate's home) are submitted to timescale.

Submit any requests for transferred candidate arrangements and ensure any outstanding access arrangement approval applications have been processed by the final deadline.

RESULTS AND POST-RESULTS

Manage the issue of results and any post-results services requests 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 (*Key Documents* area) by the beginning of the month it relates to.

MARCH 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 March include:

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

[TERMLY CHECKLISTS: SUMMER TERM CHECKLIST](#)

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

[NEW EXAMS OFFICER:](#)

- MARCH SUPPORT GUIDE
- EXAMS KEY TERMS GLOSSARY (updated hyperlinks resulting from the launch of the new JCQ website on 16 February)