EXAMS OFFICER/LINE MANAGER MEETING AGENDA AND REPORT FORM

APRIL 2025

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| Actions from the previous meeting | Resolved / Completed | Notes |
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| Meeting follow-up notes/comments from April 2025 meeting: (**BEFORE** you use this form, click on this instructional text box to delete it when the information it contains is known and understood)Please note:* This template has been created in Word format to allow for rows/text to be added/removed
* See *The Exams Office (April) Support Guide* for more information on key tasks. This guide is available from [*The Exams Office Hub*](https://www.theexamsoffice.org/new-exams-officers/support-resources/)
* The areas listed below are taken from the exam cycle. Delete any areas which do not apply to examination/assessment activity within your centre
* Add any centre-specific tasks to the agenda
* If your exams officer is new to the role, each meeting should also cover the relevant areas of their centre induction
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| Exams officer |  | Line manager |  | Date |  |

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| Action | Line Manager action(s) | Exams Officer action(s) |
| **JCQ/Awarding body requirements** |
| **New exams officer** (if appointed/relevant)If your centre has appointed a new exams officer, ensure that the following tasks are being undertaken/have been completed:* Attendance at relevant training events
* Familiarity with the centre’s Management Information System (MIS)
* Preparation/support to complete the following tasks:
* Preparing for exams (Summer exam series)
* Conducting any internal exams/assessments
* Processing results and administering post-results services (March exam series)
* See *September/October/November/December /January/February/March meeting agenda* for new exams officer tasks in initial weeks/months in post
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| **January exam series** (if applicable)Ensure that your exams officer has:* Submitted any final requests for reviews of results or other results enquiry (where the awarding body deadline falls in April)
* Submitted any final requests for copies of scripts to support teaching and learning (where the awarding body deadline falls in April)
* Received certificates (where the January results are for a final qualification and where an awarding body may issue certificates in April)
* As applicable, accesses and manages results released in early April for the **February exam** **series**
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| **March exam series** (if applicable)Ensure that your exams officer has:* Accessed/downloaded results on restricted release of results day(s)
* Issued results to candidates on results day(s)
* Identified the deadlines for any post-results services offered by the awarding body
* Submitted any requests for (priority) copies of scripts (where the awarding body deadline falls in April)
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| **Summer exam series**Ensure that your exams officer is aware of the following key dates if applicable to qualifications taken in your centre:* 30/04 - Date of first VTQ examination (AQA, City & Guilds, NCFE, OCR, Pearson and WJEC VTQ (for qualifications in scope)

Ensure that your exams officer continues to:* Monitor and check with teaching teams if their final entries are still correct
* Submit any required changes (amendments and withdrawals) to the relevant awarding body
* Check entry feedback from awarding bodies after any changes have been made
* Manage preparation for the exam period

**Access arrangements**Confirm that your exams officer has: * Liaised with the SENCo (or equivalent role) to finalise access arrangements
* Where required, confirmed evidence is on file (and where applicable, the data protection confirmation by the examinations officer or SENCo, the signed personal data consent form, the approval from AAO and appropriate supplementary evidence of need to support normal way of working)
* Ensured staff (facilitators) providing access arrangements support understand their role (including where relevant, the use of JCQ memory aids)
* Ensured candidates are briefed so they understand the arrangements that have been made for them and what will happen on exam day(s)
* Where required, prepared candidate cover sheets for applicable access arrangements
* Ensured checks for the receipt of any modified paper orders are undertaken in a timely manner
* Made preparations to deal with any temporary/emergency access arrangements as they may arise at exam time – where possible, reserved invigilators to call on at short notice

**Briefing candidates and staff**Confirm that:* Candidates (including any private candidates) have been/are appropriately briefed on their exams, when results will be issued and (prior to the issue of results) made aware of the arrangements for post-results services
* Candidates are clear on the dates and times of their exams and the rules and regulations of JCQ and your centre
* Any private candidate, transferred candidate, or candidate taking exams elsewhere is provided with relevant information
* Individual exam timetable information has been issued to candidates (including notification of the designated ‘contingency days’ within the common examination timetable in the event of significant disruption to exams)
* Candidates are aware of JCQ information for candidates documents about written exams/on-screen tests (where relevant) and are made aware of the content of the JCQ Unauthorised items and Warning to candidates posters in advance of exams
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| **Centre-specific activity** |
| **Non-examination assessments*** Where administering internal assessment, confirm that your exams officer is aware of individual awarding body deadlines and processes for the submission of centre assessed marks and the sampling arrangements of candidates’ work for moderation
* Ensure your exams officer is prepared to receive/access moderator address labels/details and candidates’ work dispatch packaging
* Request that your exams officer prepares a central system to track candidates’ work that has been sent/submitted, when and to where
* Where applicable, determine how and when endorsement grades should be submitted to the relevant awarding body
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| **Invigilation arrangements**Confirm with your exams officer that:* Invigilator availability has been checked/re-confirmed, and invigilators have been allocated to exam rooms on the centre timetable
* Invigilators have been informed of the dates and times of the exams to which they have been allocated
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| **Annual appraisal: progress check against targets/areas to focus upon/improve** |  |  |

**Exams Officer Professional Standards**

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|  | **Notes/progress** |
| 1. Knowledge and understanding
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| 1. Skills
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| 1. Values and Attributes
 | Download, agree and sign the exams officer *Values and Attributes statement* from the Senior Leader/Line Manager support website/National Association of Examination Officers website |

Other areas for discussion

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