EXAMS OFFICER/LINE MANAGER MEETING AGENDA AND REPORT FORM

DECEMBER 2024

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| Actions from the previous meeting | Resolved / Completed | Notes |
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| Meeting follow-up notes/comments from December 2024 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 (Decvember) 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 | | | | | |
| Exams officer |  | Line manager |  | Date |  |

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| Action | Line Manager action(s) | Exams Officer action(s) |
| **JCQ/Awarding body requirements** | | |
| **General tasks**   * Liaise with SENCo(or equivalent role) for update about candidates who will require access arrangements and possible requirements * Identify when any further preliminary (pre-release), advance or other subject-specific early information will be   made available by awarding bodies   * Determine how this information is accessed/handled and released to subject teams and/or candidates according to the awarding body instructions * If required, devise an invigilator recruitment campaign for the summer exam series * Confirm exams officer role, if any, in administering internal assessments/mock exams taking place this month * If the exams officer is involved in January/February internal assessments/mock exams: * Start exam preparations for internal assessments/mock exams taking place in January/February |  |  |
| **New exams officer** (if appointed/relevant)  Ensure that the following tasks are being undertaken/have been completed:   * Complete centre induction (general and exams) / The Exams Office online induction (see *October meeting agenda* for information) * See *September/October/November meeting agenda* for new exams officer tasks in initial weeks/months in post |  |  |
| **November exam series**   * Prepare for results days, including: * Understand how to access/download results * Understand the restricted release of results * Identify how provisional statements of results will be issued to candidates * Deal with returned moderation samples of candidates’ work (where applicable) * Deal with queries from awarding bodies on post-exam related matters * Prepare to administer post-results services, by: * Acquiring information on deadlines, fees and charges * Considering how to deal with requests * Collecting candidate consent and payment after the issue of results * Researching: * reviews of results (RoRs) and any subsequent appeals * access to scripts (ATS) |  |  |
| **January exam series**  Confirmation of the following:   * Awareness of relevant key dates (e.g. for awarding bodies which have a deadline for ordering non-interactive electronic (PDF) question papers.) * Confirm exam preparations are in place (see *The Exams Office Hub* for more information) |  |  |
| **Other exam series**  Confirmation of the following for the March series:   * Prepare final entries (where the awarding body deadline falls in January) |  |  |
| **Summer exam series**   * Gather and collate information on individual awarding body entry processes, deadlines, fees and charges * Collect final entries information from teaching teams * Set internal deadlines to avoid late exam entries * Devise candidate identifiers (candidate number, UCI, ULN) or, if not known, how they are generated/obtained (if not   already available) |  |  |
| **Centre-specific activity** | | |
| **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 |  |
| 1. Skills |  |
| 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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