EXAMS OFFICER/LINE MANAGER MEETING AGENDA AND REPORT FORM

DECEMBER 2024

|  |  |  |
| --- | --- | --- |
| Actions from the previous meeting | Resolved / Completed | Notes |
|   |   |   |
|   |   |   |
|  |  |  |
|  |  |  |

|  |
| --- |
| 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 |  |

|  |  |  |
| --- | --- | --- |
| 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**

|  |  |
| --- | --- |
|  | **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

|  |
| --- |
|  |