EXAMS OFFICER/LINE MANAGER MEETING AGENDA AND REPORT FORM

FEBRUARY 2025

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| Actions from the previous meeting | Resolved / Completed | Notes |
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| Meeting follow-up notes/comments from February 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 (February) 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:
* making entries (Summer exam series)
* preparing for exams (March and/or summer exam series)
* conducting internal exams /assessments
* administering post-results services (November exam series)
* See *September/October/November/ December/January meeting agenda* for new exams officer tasks in initial weeks/months in post
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| **November exam series** (if applicable)* Confirm that your exams officer is aware of the key dates and deadlines relating to:
* Final date for Access to Scripts, clerical checks, reviews of marking, reviews of moderation or other results enquiries (e.g. Missing and Incomplete Results)
* Ensure that your exams officer is prepared for the:
* submission of requests for copies of scripts to support teaching and learning
* submission of requests for reviews of results
* any queries relating to re-sit (retake) opportunities of the qualifications for which results have just been issued (where likely to be applicable or relevant)
* receipt of certificates
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| **January exam series** (if applicable)* Confirm that your exams officer has noted/met the key dates and deadlines associated with this exam series and undertaken relevant tasks, for example (for certain VTQs and other qualifications offered by individual awarding bodies)
* Restricted release of results to centres
* Release of results to candidates
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| **March exam series** (if applicable)* Confirm that exam preparations have begun, and that your exams officer is:
* continuing to monitor entries submitted and make any required changes to final entry information (amendments, withdrawals)
* (where relevant to any qualifications) submitting centre assessed marks to the awarding body’s deadline
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| **Summer** (2025) **exam series**Ensure that your exams officer has noted/met the key dates and deadlines associated with this examseries and undertakes relevant tasks, for example:* Deadline for entries

Ensure that your exams officer has:* Submitted final entries
* Acquired sign-off from teaching teams that their final entries are correct before they are submitted to the awarding body
* Submitted entries, even if there are outstanding queries regarding final entries as changes can normally be made to most entries after the deadline has passed in a window of opportunity offered by the awarding bodies to make amendments or withdrawals without charge
* Kept in regular contact with teaching teams about their entries, even after final entries have been confirmed and submitted
* Implemented a process to enable teaching teams to make any required changes to entry information that has already been submitted to awarding bodies
* Submitted any entry changes (amendments, withdrawals, etc.) prior to deadlines where additional charges are levied by awarding bodies
* (After the submission of entries) Prepared to access confirmation and feedback from awarding bodies on entries made (This is normally automatically generated by awarding body entry systems and may vary by awarding body. Feedback confirms the entries your centre has made and highlights any issues or problems that may have been detected in relation to candidate data or entry data)
* Checked the feedback and resolved any issues or discrepancies identified in warning, error or similarly named reports with the awarding body
* Checked subsequent entry feedback that may be generated after the submission of any changes to entries

**Access arrangements**Ensure that your exams officer has:* Considered tasks associated with access arrangements for this exam series
* Met with the SENCo (or equivalent role) to identify what needs to be done, by whom and by when
* Confirmed arrangements requiring awarding body approval have been/will be submitted using AAO by the deadline or follow the awarding body approval process for any qualifications beyond the scope of AAO
* Where required, the SENCo (or equivalent role) has confirmed that the required evidence is on file
* Confirmed the staff (facilitators and invigilators) who will be supporting and/or supervising access arrangement candidates in their exams/assessments are/will be trained in their role
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| **Summer** (2026) **exam series**Ensure that your exams officer is prepared for the publication of provisional timetables |  |  |
| **Centre-specific activity** |
| **Internal exams/assessments**If mock exams/assessments (which may also be referred to as trial, pre-public examinations (PPEs), etc.) or resilience arrangements are being held at this time, confirm your exams officer’s role, if any, in these assessments |  |  |
| **Private candidates**If your centre accepts private candidates, confirm that your exams officer has: * submitted an entry/entries on the candidate’s behalf
* considered the next step in keeping the candidate informed
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| **Non-examination assessments** Clarify your exams officer’s role, if any, in the management, administration and conducting of non-examination assessmentsIf your exams officer is involved, ensure that they:* understand the responsibilities of other centre staff in this process and how risks are managed as identified in your centre’s policy regarding the management of non-examination assessments including controlled assessments and coursework
* liaise with teaching teams regarding the scheduling and conduct of assessments
* establish if any examiner/moderator visits will be taking place and ensure that any required awarding body forms or other documentation are prepared in advance of visits
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| **Invigilation arrangements**Once final entries have been confirmed for the summer series it should be possible to start to identify if additional invigilators will be needed in this exam series, therefore, confirm with your exams officer:* If additional invigilators will be required, and if so, how/when will they be recruited?
* That summer availability information has been acquired from the current team of invigilators
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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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