EXAMS OFFICER/LINE MANAGER MEETING AGENDA AND REPORT FORM

JANUARY 2025

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| Actions from the previous meeting | Resolved / Completed | Notes |
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| Meeting follow-up notes/comments from January 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 (January) 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 (March and/or summer exam series)
* preparing for exams (March and/or summer exam series)
* conducting external exams (January exam series) and internal exams/assessments
* processing results and administering post-results services (November exam series)
* See *September/October/November/December 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:
* Restricted release of results to centres only
* Release of results to candidates
* Post-results services
* Ensure that your exams officer is aware of how to manage results and administer any requests for post-results services, including how to:
* access/download results on restricted release of results day
* prepare provisional statements of results to issue to candidates on results day
* If required, ensure that your exams officer:
* has collated each awarding body’s information on post-results services deadlines, fees and charges in one place for ease of reference
* has produced a post-results services request, consent and payment form (or similar) to deal with any requests for these services
* is prepared to submit any requests for priority copies of scripts to support reviews of marking (where an awarding body deadline falls in January)
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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):
* Date of first VTQ examination
* First date for submitting special consideration requests to awarding bodies
* Date of last VTQ examination
* Deadline for submitting special consideration requests to awarding bodies
* Confirm exam preparations are in place, including:
* Finalising exam preparation and being ready to manage exam time
* Ensuring that all candidates are aware of the dates/times of their exams/assessments
* Checking all question papers and materials have been received from awarding bodies
* Checking your centre’s contingency plan to identify what will need to happen in the event of any major disruption during the exam period (as example, adverse weather conditions)
* (Where relevant to any qualifications) submitting centre assessed marks to the awarding body’s deadline
* Conducting the January exam timetable
* Ensuring that all exam scripts are dispatched as required
* Completing any required exam follow-up reporting including the submission of any special consideration requests to deadline
* Confirm that plans are in place to review the January exam period, for example, what went well, what didn’t go so well, what could be improved?
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| **March exam series** (if applicable)Confirm that final entries will be submitted where the awarding body deadline falls in January |  |  |
| **Summer exam series**Ensure that your exams officer has noted/met the key dates and deadlines associated with this examseries and undertake relevant tasks, for example:* Deadline for ordering modified papers
* Deadline to submit Form JCQ/CCA – centre consortium arrangements for centre assessed work

Ensure that your exams officer has:* Started, or continued, to collect and collate final entry information
* Made preparations to submit final entries
* Noted that the final entry deadline is 21 February and may fall in your centre’s February half term break
* Brought any internal deadlines for entry collection forward to ensure that the external entry deadline can be met
* Identified relevant deadlines associated with the entries process with particular reference to dates when amendment fees will be charged, or withdrawals will not be refunded
* Clearly communicated internal deadlines and entry processes to relevant centre staff to minimise the risk of penalty fees being charged by awarding bodies or entries being missed
* Ensured it is clear how entries for any candidates on your centre roll but educated elsewhere are managed
* Has ensured that before entries are made, candidate information is available and up to date, including name, date of birth, candidate number, unique candidate identifier (UCI), and unique learner number (ULN) where this is required
* Ensured that all entry codes (including unit entry codes and certification codes where relevant to unitised qualifications) for all subjects for each candidate have been identified
* (Before entries are finally submitted) Built in time for:
* relevant teaching staff to re-check entries after internal processes are complete to confirm entries are correct
* candidates to check their outline entry information and to deal with any queries (and correct any potential errors)
* Prepared to securely receive/access/move/handle/store confidential materials from awarding bodies
* Submitted any centre consortium arrangements for centre assessed work (where this might be applicable to your centre as the consortium lead)

**Access arrangements**Ensure that your exams officer has:* Liaised with the SENCo (or equivalent role) regarding access arrangement candidates and their needs for this exam series
* Clarified their role in the access arrangements process and the role of the SENCo (or equivalent role)
* Identified any candidates requiring modified papers and submitted orders for papers using Access Arrangements Online (AAO) for the qualifications covered (or consulted awarding body guidance for any qualifications not covered by AAO)
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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.) 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/is preparing to submit 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 assessments

If 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 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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| **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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