EXAMS OFFICER/LINE MANAGER MEETING AGENDA AND REPORT FORM

MARCH 2025

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| Actions from the previous meeting | Resolved / Completed | Notes |
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| Meeting follow-up notes/comments from March 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 (March) 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/checking/amending/ withdrawing entries (March and/or summer exam series)
* Preparing for exams (March and/or summer exam series)
* Conducting external exams (March exam series) and internal exams/assessments
* Processing results and administering post-results services (January exam series)
* See *September/October/November/December/ January/February 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:* Accesses/downloads results on restricted release of results day(s)
* Prepares provisional statements of results to issue to candidates on results day(s)
* Submits any requests for priority copies of scripts to support reviews of marking (where offered and where the deadline falls in March)
* Submits any requests for reviews of results, late subject awards, or other results enquiry (where the deadline falls in March)
* Submits any requests for copies of scripts to support teaching and learning (where the deadline falls in early April)
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| **March exam series** (if applicable)Ensure that your exams officer:* Confirms candidates have been made aware of the date and time, rules and regulations of their exams
* Checks all question papers and materials have been received
* Conducts March exams
* Ensures all exam scripts are dispatched as required
* Completes any required exam follow-up reporting including the submission of any special consideration requests
* Reviews the March exam period
* Prepares for the issue of results in April
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| **Summer exam series**Ensure that your exams officer is aware of the following key dates:* 21/03 - Final date for requesting transferred candidate arrangements
* 21/03 - Final date to process applications for access arrangements

Where this may be relevant to any candidate(s) in your centre who may be taking their exams at an alternative site (including at home), ensure your exams officer notifies the JCQ Centre Inspection Service no later than six weeks before the start of the exam seriesEnsure that your exams officer has completed the following tasks:* Checked feedback from the awarding bodies following entry submission(s)
* Ensured that the confirmation of entries is correct and act immediately if any discrepancies are identified
* Monitored and made any required changes to entries that have been submitted to awarding bodies (note any entry withdrawal with refund deadline in March)
* Where not already undertaken, made any entries for other qualifications where the awarding body entry deadline falls in March
* Ensured that a system is in place to:
* log confidential materials received at the initial point of delivery in the centre
* demonstrate the receipt, checking, secure movement and secure storage of confidential exam materials (i.e. question papers and any other confidential supporting materials in any format) throughout the time the material is confidential
* Produced a master exam timetable for the centre
* Identified and resolved any candidate exam timetable clashes
* Submitted re-sit entries for the summer series after the issue of January results (where a later entry opportunity is offered)
* Submitted entry amendments /withdrawals after the main summer entry deadline
* Checked summer entry feedback information and resolved any issues
* Produced candidate statements of entry
* Prepared for the main summer exams period by addressing the following:
* Access arrangements preparations
* Invigilator/facilitator preparation (including training)
* Confirmed arrangements for the delivery, receipt, secure movement, checks and secure storage of confidential exam materials
* Timetabling of examinations
* Rooming of examinations
* Producing seating plans
* Briefing candidates, parents/carers and staff

**Access arrangements**Confirm that your exams officer has: * Continued to liaise with the SENCo (or equivalent role) to manage access arrangements
* Ensured where access arrangement candidates may be undertaking NEA tasks supported by a facilitator, that appropriate cover sheets are provided
* Ordered any required modified question papers to deadline (for January 2025 resit candidates and where this opportunity is made available by an awarding body in March)
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| **Centre-specific activity** |
| **Internal exams/assessments / Resilience arrangements**Confirm exams officer role and responsibilities |  |  |
| **Private candidates**If your centre accepts private candidates, confirm that your exams officer has informed the candidate of their confirmed final exam information well in advance of the exam period |  |  |
| **Non-examination assessments** Ensure that your exams officer has completed the following tasks:* Clarified their role and the awarding body processes/instructions that must be followed for non-timetabled components assessments
* Identified awarding body processes for administering internal assessment
* Determined how and when centre assessed marks and (where required) samples of candidates’ work should be submitted for moderation (deadlines for some early subjects may fall in March)
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| **Invigilation arrangements**Confirm with your exams officer that:* Thorough training on the current regulations for any new invigilators and those facilitating an access arrangement for a candidate under examination conditions has been conducted and that the existing invigilation team have been made aware of any changes
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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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