EXAMS OFFICER/LINE MANAGER MEETING AGENDA AND REPORT FORM

NOVEMBER 2024

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| Actions from the previous meeting | Resolved / Completed | Notes |
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| Meeting follow-up notes/comments from November 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 (November) 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** |
| **General tasks*** Continue to review and update all exams-related policies & procedures in line with 2024/2025 JCQ regulations
* Continue to complete all tasks as discussed in the October meeting/listed on the *October meeting agenda*.
* Confirmation of awareness/completion of the following planning tasks:
* Invigilation: consider invigilation requirements in future exam series’ and where relevant, consider further recruitment and training
* Confirm exams officer role, if any, in administering internal assessments/mock exams taking place this month
* If the exams officer is involved in December/January internal assessments/mock exams:
* Collect internal entry information for any exams/assessments taking place in January
* Start preparation for internal assessments/mock exams taking place in December/January
* Review and update invigilator requirements and documentation (e.g. job description)
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| **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 *October meeting agenda* for new exams officer tasks in initial weeks/months in post
* JCQ compliance - awareness of all JCQ regulations relevant to the exams officer role
* Understand all tasks related to exam entries (acquiring information, key dates/deadlines, checking information, etc.)
* Understanding how to receive, securely move, check and securely store question papers and other confidential material
* Awareness of tasks relating to exam rooms:
* Identifying requirements
* Booking rooms
* Liaising with relevant staff
* Setting up an exam room
* Exams officer role in managing the centre’s exam budget
* Exam policies:
* Those required to meet JCQ requirements
* Centre required policies
* Creating, reviewing/updating policies
* Exams officer role in relation to access arrangements
* Recruiting, evaluating, training, timetabling and managing invigilators
* Briefing staff, candidates and parents in JCQ and centre information
* Awareness of contingency planning requirements, including areas which can be supported by the exams officer
* Understanding of pre-exams tasks:
* Timetabling
* Rooming
* Seating plans
* Preparing invigilators
* Understanding how to prepare for each exam session and exam day, tasks to undertake after each exam session and how to deal with the range of issues which may occur during an exam
* Awareness of the tasks/key dates/deadline relating to results and post-results
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| **Summer 2024 exam series*** Confirm receipt of all certificates
* Distribute all certificates
* Retain all unclaimed certificates in line with JCQ requirements and centre policy
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| **November exam series*** Check key dates (e.g. first/last date of the exam series, first/last date for submitting special consideration requests, final date for submitting GCSE English Language, Spoken Language Endorsement grades, etc.)
* Process any entry amendments/withdrawals, as required
* Dispatch all exam scripts as required and dispatch logs (yellow label service - England only) filed in ease of reference order
* Follow up tasks (if applicable):
* Very late arrival reports
* Malpractice reports
* Special consideration requests
* Confirm that copy attendance registers and seating plans have been retained
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| **January exam series**Confirmation of the following:* Awareness of exam preparation (pre-exams) tasks
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| **Other exam series**Confirmation of the following:* Awareness of relevant key dates (e.g. deadline for requesting transferred candidate arrangements, etc.)
* Monitor entries which have been submitted and awarding body feedback
* Apply for transferred candidate arrangements where applicable

March series:* Order modified papers (where an awarding body deadline falls in November)
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| **Summer exam series*** Download basedata
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| **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
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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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