EXAMS OFFICER/LINE MANAGER MEETING AGENDA AND REPORT FORM

OCTOBER 2024

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| Actions from the previous meeting | Resolved / Completed | Notes |
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| Meeting follow-up notes/comments from October 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 (October) 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 September meeting.
* Confirmation of awareness/completion of the following planning tasks:
* Completion and return of the *National Centre Number Register (NCNR) annual update* by the deadline
* Completion of the *Head of Centre declaration*
* Internals exams/assessments: Collection of internal entry information for any exams/assessments taking place in November/December
* Invigilation: consider invigilation requirements in future exam series’ and where relevant, consider further recruitment and training
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| **New exams officer** (if appointed/relevant)Ensure that the following tasks are being undertaken/have been completed:* Centre induction (general and exams) / The Exams Office online induction:
* Continue *The Exams Office* *New Exams Officer Induction and Assessment Module*
* Complete all units (1-4) of the *Invigilator Training and Assessment* *Module* to develop understanding of JCQ regulations
* Identify key exams-related internal staff (e.g. SENCo (or equivalent role), teaching staff, premises staff, IT staff, reception staff, etc.)
* Exam key dates calendar
* Training requirements
* External support/information

*(See September meeting agenda for more information on the above areas)** Ensure familiarisation of the exam cycle and the key tasks within each of the five stages:
* Planning
* Entries
* Pre-exams (Exam preparation)
* Exam time
* Results and Post-Results
* Line manager meetings:
* Timetable regular meetings with your line manager and add areas you would like to discuss, sending these to your line manager in advance of any meetings targets should be monitored at regular intervals during the academic year
* JCQ and its member awarding bodies, familiarisation with:
* Websites/regulations
* Centre Admin Portal (CAP)
* Sign up to the JCQ and awarding body newsletter/updates, acquire login details to awarding body secure sites
* External stakeholders:
* Acquire login details for external support organisations (e.g. NAEO, The Exams Office, etc.), identify support offered by awarding bodies, MIS providers, etc.
* Exam information (internal):
* Identify information held in hard copy/electronically
* Compile/update an *annual qualifications plan* and *annual exams plan*
* Send an *Information gathering form* to relevant staff in each subject area, identify your role in internal tests/mocks
* Exam information (external):
* Awareness of the National Centre Number (NCN) Register
* Understand JCQ inspections
* Understand exam terminology, understand ‘resilience arrangements’
* Centre website:
* Identify the exam-related information shared on the centre website, what needs to be updated and what could be added to the website to support your role, candidates and parents
* Exam storage:
* Locate the centre’s secure exam room and secure storage facility
* Ensure it complies with JCQ regulations, understand what can/cannot be stored in the secure room and storage facility
* Exams Manual:
* Identify your centre’s Exams Manual as supplied by The Exams Office (if your centre has an active membership)
* Begin to populate/update an Exams Manual containing key centre-specific exam-related information which supports contingency and succession planning, and can be used during a JCQ centre inspection, including:
	+ General information
	+ Key documents
	+ Compliance
	+ Policies and Procedures
	+ Invigilation
	+ Professional development
	+ Exam diary:
* Maintain a diary of tasks undertaken on a daily/weekly basis making suggestions for improvement, where applicable, to assist in future years and to address contingency planning
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| **Summer 2024 exam series*** Check any copies of scripts to support teaching and learning where requested (or accessed) through the Access to Scripts service have been received /downloaded and distributed as required
* Prepare for the receipt of certificates/check centre policy for issuing/distribution/retention of certificates
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| **November exam series*** Check key dates (e.g. entry deadline, late/very late entry dates, processing applications via AAO, requesting transferred candidate arrangements, etc.)
* Ensure entries have been submitted within the deadline/monitor feedback
* Confirm centre and candidate timetables and issue statements of entries to candidates
* Brief candidates utilising the JCQ *Information for candidates* documents
* Start exam preparation - consider tasks that may need to be undertaken (including: invigilation arrangements (including the need for any roving invigilator) and any associated training or update sessions for invigilators, timetabling and rooming, resolving timetable clashes, briefing candidates and staff, preparing seating plans, confirming the process for identifying candidates in exam rooms, the receipt, secure movement, checking and secure storage of confidential exam materials, the handling of secure electronic materials, the receipt, checking and safe storage of attendance registers, examiner address labels (and plastic script envelopes), the arrangements for the dispatch of scripts)
* Submission of endorsement grades, where applicable
* Dealing with late/very late arriving candidates
* Handling instances of actual/suspected malpractice
* Applying the special consideration process
* Dealing with absent candidates
* Preparing for a JCQ centre (general) inspection
* Confirming the management, administration and invigilation/facilitation of access arrangements with the SENCo (or equivalent role)
* Preparing access arrangements cover sheets, where applicable
* Dealing with emergency access arrangements
* Confirming contingency measures (absence of the exams officer, adverse weather, centre unavailability, cyber-attack, etc.)
* Confirm the centre policy for the emergency evacuation of the exam room
* Check exam rooms and prepare exam room boxes (if applicable)
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| **January exam series**Confirmation of the following:* Awareness of relevant key dates (e.g. entry deadline, access arrangements applications, etc.)
* Ensuring entries have been submitted within the deadline/monitor feedback
* Accessing any pre-release materials that may be released by an awarding for particular qualifications
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| **Other exam series**Confirmation of the following:* Awareness of relevant key dates (e.g. entry deadline, access arrangements, exam timetable, etc.)

**February/March series:*** Downloading of basedata
* Submission of final entries

**Qualifications requiring an early registration/qualification entry** * Submission of registration /qualification entries, where applicable to a qualification
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| **Summer 2025 exam series**Confirmation of tasks covered in the September meeting:* Acquisition of centre qualification information via the annual qualifications plan
* Awareness of JCQ and awarding body key dates
* Process for information gathering using *The Exams Office Information Gathering Form* template
* Arrangements for the receipt, storage and dissemination of preliminary (pre-release), advance or other subject-specific early information
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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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