EXAMS OFFICER/LINE MANAGER MEETING AGENDA AND REPORT FORM

SEPTEMBER 2024

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| Actions from the previous meeting | Resolved / Completed | Notes |
| (**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 (September) 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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| Meeting follow-up notes/comments from September 2024 meeting: | | | | | |
| Exams officer |  | Line manager |  | Date |  |

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| Action | Line Manager action(s) | Exams Officer action(s) |
| **JCQ/Awarding body requirements** | | |
| **New academic year tasks**   * Exams officer to ensure knowledge and understanding of all JCQ regulations, including those updated for the 2024/2025 academic year * Review and update exams-related policies & procedures in line with 2024/2025 JCQ regulations * Confirm awareness/completion of the following planning tasks: * Complete an annual exams plan (a list of all activities in the exam cycle relevant to qualifications delivered in your centre) * Complete an annual qualifications plan (a concise summary of all the qualifications being examined and assessed in your centre during the current academic year) * Internals exams/assessments: Implement resilience arrangements as defined by Ofqual * Internal exams/assessments: Confirm the exams officer role and responsibilities (if any) * Confidential materials: Confirm how these will be handled in line with JCQ regulations * Information gathering and information sharing: Confirm awareness of information required from external sources (e.g. awarding bodies) * Information gathering and information sharing: Confirm process and timelines for acquiring information from internal staff (e.g. utliise *The Exams Office Information Gathering Form* template) * Confirm collation of JCQ and awarding body key dates for all qualifications delivered in your centre * Confirm exams officer role, if any, in the administration of access arrangements and reasonable adjustments |  |  |
| **New exams officer** (if appointed/relevant)  Ensure that the following tasks are being undertaken/have been completed:  Centre induction (general) including:   * Identifying key staff * Centre calendar/term dates * Centre-wide policies and procedures * Mandatory internal training/HR requirements/centre IT system * The Management Information System (MIS) used by the centre   Centre induction (exams) including:   * Identifying and familiarisation with the centre’s exams office and facilities (e.g. dedicated computer with internet access, printer, phone, storage space, etc.)   Exam dates, create a calendar which includes:   * External exams (e.g. November, January and/or summer series dates) * Periods of internal exams/assessments (if applicable to the role)   Training, including:   * Identifying internal staff who may be able to provide training/mentoring * Local exams officer network * Awarding body and The Exams Office exams officer training * The process to request attendance at paid/free-to-access events   External support/information including:   * Identifying staff within local centres or those as part of your Multi-Academy Trust who may offer support/advice/guidance, etc. * Key stakeholders (e.g. DfE, Ofqual, JCQ, awarding organisations, The Exams Office, National Association of Examinations Officers, etc.) including websites/contact information/login information (if applicable)   See *The Exams Office New Exams Officer Induction: Task completion checklist for more information* |  |  |
| **Summer 2024 exam series**   * Confirm awareness of JCQ/awarding body key dates and deadlines relating to results and post-results * Address feedback from all post-results enquiries * Update on progress of any appeals following a post-results outcome * Address follow up actions, if any, from the JCQ centre inspection(s) from the summer series |  |  |
| **November exam series**   * Confirm awareness of relevant key dates (e.g. entry deadline, access arrangements, exam timetable, etc.) * Confirm that the following pre-exams tasks have/will be completed: * Process to collect candidate information * Downloading of base data * Submission of entries to deadline * Managing/administering access arrangements (including ordering modified papers) * Contingency measures, as defined by JCQ, have been put into place * Handling of confidential materials * Timetabling of centre and candidates’ examinations * Rooming for each exam session/day * Seating plans for each room for each session/day * Briefing of candidates, parents and staff * Appointing and training of invigilators * Managing each exam session/day, including handling malpractice, emergencies and irregularities * Process for packing and dispatching scripts |  |  |
| **January exam series**  Confirmation of the following:   * Awareness of relevant key dates (e.g. entry deadline, access arrangements, exam timetable, etc.) * Process to collect candidate information * Downloading of base data * Management/administration of access arrangements (including ordering modified papers) |  |  |
| **Other exam series**  Confirmation of the following:   * Awareness of relevant key dates (e.g. entry deadline, access arrangements, exam timetable, etc.) * Process to collect candidate information * Management/administration of access arrangements (including ordering modified papers) * Downloading of base data   **Qualifications requiring an early registration/qualification entry**   * Awareness of qualifications which require an early registration/qualification entry * Submission of entries for any externally assessed components/units (and entries for internally assessed units where required) |  |  |
| **Summer 2025 exam series**  Confirmation of the following:   * Acquisition of centre qualification information via the annual qualifications plan * Awareness of JCQ and awarding body key dates * Process for gathering of candidate information 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 |  |  |
| **Private candidates**   * Confirm the centre policy relating to any private candidates taking their examinations in the centre |  |  |
| **Internal exams/assessments**   * Confirm the exams officer role in internal exams/assessments including mock exams and any assessments utilised to meet Ofqual resilience measures |  |  |
| **Centre-specific activity** | | |
| **Annual appraisal: outstanding/final progress check against 2023/2024 targets** |  |  |

**Exams Officer Professional Standards**

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|  | **Targets for the 2024/2025 academic year** |
| 1. Knowledge and understanding |  |
| 1. Skills |  |
| 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 Examinations Officers website |

Other areas for discussion

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