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
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| **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
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| **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
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| **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)
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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.)
* 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)
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| **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
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| **Private candidates*** Confirm the centre policy relating to any private candidates taking their examinations in the centre
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| **Internal exams/assessments*** Confirm the exams officer role in internal exams/assessments including mock exams and any assessments utilised to meet Ofqual resilience measures
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| **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
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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 Examinations Officers website |

Other areas for discussion

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