EXAMS OFFICER/LINE MANAGER MEETING AGENDA AND REPORT FORM

MARCH 2024

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| Actions from the previous meeting | Resolved / Completed | Notes |
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| (**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 * Tasks in summer series (and when applicable, the November series) below relate to GCSE and GCE qualifications. Add actions related to other qualifications taken in your centre * Add any centre-specific tasks to the agenda (e.g. other tests/assessments (Years 7-10, CATs, Yellis, University Admission Tests, mock examinations), Training requirements/events, CPD, annual appraisal target setting/progress, etc.) * 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 March 2024 meeting: | | | | | |
| Exams officer |  | Line manager |  | Date |  |

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| Action | Line Manager action(s) | Exams Officer action(s) |
| **JCQ/Awarding body requirements** | | |
| **Summer exam series:**   * Make re-sit entries for the summer series after the issue of January results (where a later entry opportunity is offered) * Make entry amendments /withdrawals after the main summer entry deadline * Check summer entry feedback information and resolve any issues * Candidate statements of entry   Prepare for the main summer exams period:  Access arrangements preparations  Invigilator/facilitator preparation (including training)  Confirm arrangements for the delivery, receipt, secure movement, checks and secure storage of confidential exam materials  Exams officer involvement in non-examination assessments and internal assessments  Timetabling  Rooming  Seating plans  Briefing candidates, parents/carers and staff  Private candidates: key tasks |  |  |
| **Summer exam series key dates (GCE & GCSEs):**   * 21/03 - Final date for requesting transferred candidate arrangements using Centre Admin Portal (CAP) * 21/03 - Final date to process applications for access arrangements using Access arrangements online (AAO) |  |  |
| **January exam series:**   * Access/download results on restricted release of results day(s) * Prepare provisional statements of results to issue to candidates on results day(s) * Submit any requests for priority copies of scripts to support reviews of marking (where offered and the deadline falls in March) * Submit any requests for reviews of results, late subject awards, or other results enquiry (where the deadline falls in March or early April) * Submit any requests for copies of scripts to support teaching and learning (where the deadline falls in early April) |  |  |
| **March exam series:**   * Confirm candidates have been made aware of the date and time, rules and regulations of their exams * Check all question papers and materials have been received * Conduct March exams * Ensure all exam scripts are dispatched as required * Complete any required exam follow-up reporting including the submission of any special consideration requests * Review the March exam period * Prepare for the issue of results in April |  |  |

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| **Centre-specific activity** | | |
| **Mock examinations: exams officer role and responsibilities** |  |  |
| **Annual appraisal: progress check against targets** |  |  |

**Exams Officer Professional Standards**

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| **Notes/Progress** | |
| Knowledge and understanding |  |
| Skills |  |
| Values and attributes |  |

Other areas for discussion

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