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 preparationsInvigilator/facilitator preparation (including training)Confirm arrangements for the delivery, receipt, secure movement, checks and secure storage of confidential exam materialsExams officer involvement in non-examination assessments and internal assessmentsTimetablingRoomingSeating plansBriefing candidates, parents/carers and staffPrivate 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)
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| **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)
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| **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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