

# About *The Exams Office's* Professional Development Programme

## Introduction

*The Exams Office* (TEO) offers a Professional Development Programme to all exams officers (**members and non-members**) to support their professional development through key tasks in the exams management and administrative process.

This initiative was launched following requests from members for a programme which not only supported their yearly appraisal and professional development, but also provided a free-to-access alternative to expensive exams officer professional development courses.

## What the programme offers

- ▶ A professional development plan (PDP)
- ▶ An induction PDP for new exams officers
- ▶ PDP support documents
- ▶ Certificate(s) of completion

The above are available **free of charge** to both members and non-members of *TEO*.

- ▶ Professional Development Conferences

## Professional development plan (PDP)

Self-assessed PDPs are provided to record progress and measure success through the key tasks in the exams process. The intention is that exams officers (EOs) complete their PDPs over three terms, usually starting in September.

Plans are made available for the start of each academic term.

- ▶ [PDP: Autumn term 2017/18](#)
- ▶ [PDP: Spring term 2017/18](#)
- ▶ [PDP: Summer term 2017/18](#)

## New exams officers

For new EOs, the programme above is enhanced by the [PDP: Induction for new exams officers](#). This induction PDP should ideally be completed on starting the role either before, or alongside, completion of the relevant term's PDP.

This allows new EOs, starting at any point during the academic year, to embark on the programme. As example, a new EO starting in January 2018 should complete in order:

1. PDP: Induction for new EOs 2017/18

2. PDP: Spring term 2017/18
3. PDP: Summer term 2017/18
4. PDP: Autumn term 2018/19

Use *TEO's* [induction support guide for new exams officers](#) to aid your progress. At the end of induction, meet with your line manager to confirm successful completion.

### How do I complete my PDPs?

- ▶ Print the termly [PDP](#) at the start of each term (autumn, spring and summer)
- ▶ Record your success as instructed in the plan
  - ▶ Use *TEO's* [termly exam checklists](#) and/or the [monthly support guides for new exams officers](#) to aid your progress
  - ▶ Use the **support documents** below, as and when required, to further aid successful completion of your PDP
- ▶ At the end of each term, meet with your line manager to confirm successful completion

### PDP support documents

The documents below support the successful completion of PDPs; access these documents and use/complete as instructed.

- ▶ [PDP: Exam cycle checklist](#)

This is a template where EOs can record essential tasks they have identified and good practice tasks that need to be completed to enable them to effectively manage and administer the exam cycle for a particular exam series. Your **exam cycle checklist** is referenced in the PDP.

Use of such a checklist also evidences the time management skills of the EO and provides information to support contingency planning (in case of EO absence).

- ▶ [PDP: Exam cycle checklist - example](#)

This is a pre-populated example of how an **exam cycle checklist** could be completed.

- ▶ [PDP: Key support information framework](#)

This provides a composite framework of easy to access hyperlinks to key information provided by external organisations supporting EOs in the management and administration of essential and good practice tasks within the exam process and relevant exam cycles.

- ▶ [PDP: Action plan](#)

This is a template for EOs to record actions that may need to be taken to ensure success criteria within their PDP can be met.

### Professional development certificate

In recognition of successful completion of PDPs, *TEO* issues a **Certificate of Completion** on request.

Certification should be requested on successful completion of each termly PDP confirming each has been verified/'signed off' by your line manager.

**New exams officers** - certification should also be requested on successful completion of your induction PDP confirming this has been verified/'signed off' by your line manager.

An email to request each certification (please use the subject line **Certificate request**) should be sent to [TEOPDP@outlook.com](mailto:TEOPDP@outlook.com) containing the following information in the body of the email:

- ▶ centre number
- ▶ name of line manager
- ▶ name of exams officer
- ▶ length of time exams officer has been in role

In response, a PDF certificate will be emailed. On receipt, it is recommended that your line manager signs a hard copy of each Professional Development Certificate.

Certificates can be used to inform your annual appraisal/performance management review meetings and your continuing professional development going forward.

### **Professional Development Conferences**

Free-to-attend\* [National Exams Officer Conferences](#) are provided by *TEO*. For EOs undertaking the professional development programme, booking a place to attend will help you to acquire hints, tips, guidance and information from key exams-related stakeholders to further support your development and successful completion of your PDPs.

*\*Free places are prioritised for members of TEO. Non-members may attend these conferences for a fee – capacity permitting.*

### **Further professional development and training**

Retain your termly PDPs as a record of tasks successfully completed (success criteria) and line manager verification. New exams officers should also retain their induction PDP. Use these to inform your annual appraisal/performance management review meetings.

Going forward, these can also form part of your professional development portfolio as part of your career development or when applying for other roles or transferring to another centre.

Determine any further training that might be relevant to your continuing professional development in the exams officer role.

**To ensure the most effective completion of their programme, non-members may wish to consider becoming a member of *TEO* to access member only resources and acquire free entry to national conferences.**

Please note that completing *The Exams Office's* Professional Development Programme, or by receiving a Certificate of Completion, does not place any responsibility, or onus, upon *The Exams Office* for the administration and management of examinations in any centre. It is the responsibility of the exams officer, their line manager and/or the Head of Centre for the conducting, administration and management of examinations within their centre.