

What's new...

Review the **June** monthly update [here](#) which includes the message to members: *Candidate permission – publishing results and post-results*

Message to our members

Additional support for our members during 2018/19

Each year *The Exams Office* builds upon the support it offers to its members – and next year is no exception.

Throughout the year, we have been listening to our members and acquiring feedback to devise additional support which helps you in your everyday role, whilst ensuring that we achieve our three core principles:

- ▶ To produce quality resources which support exams officers in their everyday role
- ▶ To save our members time
- ▶ To ease the pressure on centre budgets

So, for the 2018/19 academic year, here are the new initiatives we will be launching:

- ▶ Every member will be sent a copy of the *2018/19 Exams Officer Handbook* - this includes a summary of the JCQ changes in the *Instructions for Conducting Examinations, General Regulations for Approved Centres and Access Arrangements and Reasonable Adjustments* booklets. The *Exams Officer Handbook*, which is updated annually, also serves as an excellent resource for those new to the role, supports contingency/succession planning, as well as helping to minimise risk in your centre
- ▶ Every member will be sent a copy of the *2018/19 Exams Calendar* – this includes key dates from the JCQ and all the major awarding organisations from October 2018 to September 2019
- ▶ Online training and assessments for invigilators and new and experienced exams officers. The invigilator training and assessment tool will provide comprehensive, certificated training which can be used by as many invigilators as required, with functionality which allows users to complete the training and assessment over several sessions with as many attempts as necessary to complete the module
- ▶ Updated versions of our unique and exclusive *Exams Timetable Tool* and *Key Dates Calendar Tool*
- ▶ Six winter conferences – with two dates in London to guarantee that every one of our members can attend one of these conferences as part of their membership fee

- ▶ An additional summer conference to be held in July 2019 at a northern venue in addition to our always over-subscribed London event
- ▶ A new, easier to navigate, mobile-friendly, website
- ▶ Improved customer service – our telephone lines will open from 9am to 3pm, Monday to Friday

(The *Exams Officer Handbook* and *Exams Calendar* will be dispatched in early October to each member centre with an up-to-date paid membership as of 30 September 2018. The RRP for both is £79)

Each academic year, as well as continuing to build upon our extensive library of support resources, our exam policy templates and key documents are reviewed and updated to ensure compliance with any regulation changes.

We have also been working hard in recent months to forge new relationships with key stakeholders, and we are delighted to announce that from September we will also be working with AQA and NCFE, and that both organisations will attend our winter and summer conferences.

The Exams Office is the only organisation which works with the JCQ, Ofqual, the major awarding organisations, Capita and key suppliers to the exams officer community

One area of ongoing work is our collaboration with UNISON. We are very keen to represent the views of the exams officer community, and will shortly be announcing plans of how we will raise the profile of the exams officer role in partnership with UNISON and ensure that the voice of the exams officer community is heard by all key stakeholders including central government. We also hope to announce information relating to membership of UNISON, so they can effectively represent you at local level.

To help us further develop our support for our members, and to ensure that we have the adequate staffing levels to meet members' needs, we will be setting a new, discounted 12-month membership price of £175 (+VAT) from September. This discounted price is available to all OCR and Pearson centres - reduced from the full membership fee of £295 (+VAT). We trust that you will agree with us that this represents excellent value for money – whether you require exam policy templates, the *Exams Officer Handbook* and *Calendar* or free attendance at **two** conferences.

Thank you for your continued support.



July blog – The end of the academic year is fast approaching...but plenty still to do for exams officers - is written by Marcia Woods, Exams Officer at Brookfield Community School, Chesterfield

To read the blog, [click here](#)

Key tasks

Summary of key tasks for July

A very brief summary of main key tasks is provided here. In addition, the [summer term checklist](#) provides a general overview of key tasks and good practice during the period from *April* until *August*.

For more detailed information on **all** key tasks and identified JCQ key dates, use the **monthly support guides for new exams officers** added to the website by the beginning of each month

July guide now available [here](#)

Planning

Exams planning for the new academic year may already be underway in centres.

Gather information: updated publications for 2018/19 are already being added to the JCQ website. Start to note/collate updated information from JCQ and awarding bodies.

Visit our [JCQ](#) page for a summary of links to the latest information from JCQ

It is good practice to undertake a qualifications/data check annually with teaching teams – perhaps start to gather this information before the end of the summer term.

Gathering information will help to build your annual exams plan for 2018/19.

Share information: consider compiling a checklist (see as example [JCQ publications checklist template](#)) for 2018/19 to help ensure relevant updated publications are provided/signposted to centre staff and, at the appropriate time, with candidates in your centre.

Visit our [Ofqual](#) page for a summary of links to some of the latest information from the regulator

Entries

Respond to awarding bodies who *may* request **early information**. Check guidance provided by the relevant awarding body (including information contained in email alerts/EO updates/eNewsletters etc.) to determine if any early information will be required.

Results and post-results

Check any required **results reporting** for other/vocational qualifications has been submitted to the required deadline.

Prepare for results day(s) in August and confirm the post-results services that will be made available. Be prepared to administer post-results services requests.

Reminder...

Refer to awarding body key dates and timetables information to ensure you are aware of tasks you need to be carrying out in line with specific dates and deadlines

Review

July might be a time when reviews start to be considered.

Exams review: if you are intending to undertake a review, have a look at the key documents that may support you [here](#).

Key tasks review: reflect on the essential and good practice tasks that need to be undertaken to effectively manage the end of the **2017/18** and prepare for the start of the **2018/19** academic year.

Policies review: [policy templates](#) will be reviewed and updated for 2018/19 from August onwards to reflect updated JCQ regulations, guidance and instructions.

Key documents

The Exams Office provides key documents to support centres in the management and administration of the exams process.

Further new or updated documents will be added during **July**, including:

- ▶ [A guide to managing exam planning](#)
- ▶ [Annual exams plan template](#)
- ▶ [Information gathering form template](#)
- ▶ [Annual qualifications plan template](#)
- ▶ [JCQ publications checklist template \(free access\)](#)
- ▶ [Support guide for new exams officers: August](#)

For all key documents, click [here](#)

Remember to have a look at the **key documents** that can support you with preparing for the next stage of the summer series exams cycle - [Results and post-results](#) and those that can support you with exams planning for the new academic year - [Planning](#)

We also encourage members to email requests for generic documents they would like to see produced.

Reminder....

The following new or updated documents were added during June

- ▶ [Awarding body results and post-results information links \(Summer 2018\)](#)
- ▶ [Candidate permission form template](#)
- ▶ [Certificate collection information for candidates template](#)
- ▶ [Moderation returns log template](#)
- ▶ [Post-results services: tracking log template](#)
- ▶ [Support guide for new exams officers: July](#)

IMPORTANT NOTICE

From mid-July onwards, links to 2017/18 versions of key documents and resources will be removed from the website as new/reviewed and updated versions are provided for 2018/19. If a link is removed to a document or resource you urgently need prior to the 2018/19 version being made available, please email contact@theexamsoffice.com to request the 2017/18 version (on the understanding that this has not been reviewed for 2018/19).

Professional development and training

Exams
Training

Bookings now being taken...

International Exams Officer Conference 2018

For event and booking details, click [here](#)

Reminders...



Visit our **TEO Education online store**

Fabulous value, high quality equipment including:

- ▶ Exam and classroom furniture
- ▶ Secure storage
- ▶ Personalised exam banners, posters and templates
- ▶ Exam clocks

Click [here](#) for further details

Exams Officer Handbook and Exams Calendar

Early October... marks the dispatch of our **2018/19** editions to all members*

**One dispatch per member centre with an up-to-date paid membership with The Exams Office as at 30 September 2018*

Professional development and training

National Exams Officer Conferences

Winter and Summer Exams Officer Conferences

Members of *The Exams Office* can attend a **winter** and a **summer** conference **free of charge*** as part of their membership

Click [here](#) for further details of the conferences

**One free place per member centre is available on a first come, first served basis. Please note that only those with an up-to-date paid membership with The Exams Office at the time of booking and at the time of the event will be eligible for a free place. The booking window will close once all places have been taken.*

Invigilator training

The Exams Office offers members a range of resources to support the recruitment, training and deployment of invigilators

Click [here](#) for further details

New invigilator training events (free* for members) are offered in the autumn and spring terms and **Invigilator training (in house)** events are also available to book directly with a trainer

Click [here](#) for further details and [here](#) for the invigilator trainer map and list of trainers 

September... New invigilator training event dates and venues will be announced

**Two free places per member centre are available on a first come, first served basis. Please note that only those with an up-to-date paid membership with The Exams Office at the time of booking and at the time of the event will be eligible for free places. Booking windows will close once all places have been taken.*

Exams Training

2018/19 training programme

Delegate rates have been held at £145 (+vat, discounted for members of *The Exams Office* and OCR/Pearson centres), with an additional discount if you bring 2, 3 or 4 delegates from the same centre

Autumn 2018 events

Experienced exams officers

25 September: Birmingham **26 September:** Bristol **28 September:** London
2 October: Leeds **3 October:** Manchester

New exams officers

9 October: Manchester **10 October:** Leeds **12 October:** London
17 October: Birmingham **18 October:** Bristol

Senior leaders/line managers (with responsibility for examinations)

23 October: London

Spring 2019 events

New exams officers

26 February: Birmingham **27 February:** Bristol **1 March:** London
5 March: Leeds **6 March:** Manchester

Senior leaders/line managers (with responsibility for examinations)

12 March: London

For event and booking details, click [here](#)

Online tools

The Exams Office provides online tools collating [key dates](#) and [exam dates](#) information provided by the contributing awarding bodies.



Networks

The Exams Office provides support for EO network meetings by producing this monthly update that can be used to inform meeting agendas.

The Exams Office has given permission to OCR's *Customer Support Team* to utilise this update, as well as our other support materials, at network meetings to discuss and share with EOs.

In conjunction with OCR, we have provided a [Network Map](#) so you can identify your local network group and the contact details for forthcoming meetings/network leads.



OCR's *Customer Support Team* attends locally run EO networks and organise some OCR-led events across England, Wales and Northern Ireland. If you are interested in finding a local meeting, or would like their support to run a new meeting in your area, then please contact your local [Customer Support Manager](#).

OCR also runs networks for teachers relating to their specifications. For more details see [Teacher networks](#).

For further support and information provided by *The Exams Office*
click [here](#) and browse the **main menu** (left hand side of screen)