

Review the **October** monthly update [here](#) which includes the message to members: *Centre assessed marks – changes and good practice*

Message to our members

Access arrangements – the role of an exams officer

It is imperative that senior leaders provide clear guidance on roles and responsibilities for exams office staff in a range of areas. One such area where this clarity is required concerns access arrangements.

There should be no doubt that access arrangements is a specialist area and is the domain of the SENCo/specialist assessor. They are qualified – and employed – to make decisions relating to the assessment of candidates, acquisition of data/information which determines whether an access arrangement is granted, and the application of an access arrangement during an examination/assessment.

So, does this mean that the exams officer plays no part in the process? This is difficult to answer as we are unaware of individual contractual terms. However, the position of *The Exams Office* is clear, unless individual contractual agreements state otherwise, exams officers' engagement in the access arrangements process should be limited to the following:

- ▶ Process applications via the Access Arrangements Online (AAO) tool with the SENCo present
- ▶ In conjunction with SENCo, ensure that invigilators are trained in the delivery of access arrangements
- ▶ Arrange rooming for access arrangement candidates and facilitators
- ▶ Deal with 'emergency'/temporary access arrangements
- ▶ During the general JCQ inspection, if the SENCo is not present, ensure that the inspector can carry out a cursory check of the centre's documentation supporting approved applications for GCE and GCSE candidates (during the access arrangements specific inspection the Inspector will meet with the SENCo. If he/she is not available, then the Inspector will ask to see a member of the SLT).

Last year, *The Exams Office* surveyed over 1100 exams officers on their involvement with regard to access arrangements. Over 87% stated the above as the parameters of their role.

To support centres, *The Exams Office* has produced an '*Access Arrangements Policy*' template. This is intended to help centres to define and clarify roles and responsibilities around the assessing, administration and application of access arrangements. We strongly

urge all centres to complete (and annually update) this template to ensure that decisions are made, and actions are taken, by the appropriate members of staff.

The post of exams officer is an all year-round role. It carries a considerable workload which receives little or no support and therefore, exams officers should not be expected to interpret or apply guidance on access arrangements as defined by the JCQ – this is the responsibility of the SENCo/specialist assessor, not the exams officer.

The Exams Office will continue to focus upon supporting exams officers in their role, raising their profile and making senior leaders aware of the importance of a well run (and supported) exams office – this involves ensuring that exams officers are utilised in the relevant areas of exams administration and management.

Key tasks

Summary of key tasks for November

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

For more detailed information on 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.

November guide now available [here](#)

Planning

Where relevant to the qualifications delivered in your centre, continue to plan ahead, for example:

- ▶ preparation for internal exams in December
- ▶ preparation for the issue of November results in January
- ▶ preparation for January exams
- ▶ preparation for March entries

Entries

Where applicable to your centre, for the **March 2018** exam series:

- ▶ submit final entries (where an awarding body March entry deadline falls in November)
- ▶ order modified papers (where an awarding body deadline falls in November)

Pre-exams

Where relevant to your centre, prepare for the **January 2018** exam series:

- ▶ request transferred candidate arrangements where this might be relevant to any candidate in your centre (where an awarding body deadline falls at the beginning of December)
- ▶ submit centre assessed marks and moderation samples (where an awarding body deadline falls at the beginning of December)

Exam time

Where applicable to your centre, conduct the **November 2017** exam series. Ensure the required check is taken to ensure the correct exam paper packets are opened.

Results and post-results

Issue certificates from the **Summer 2017** exam series; keep a record of certificates issued.

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

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 **November**, including:

- ▶ [Complaints and appeals procedure template](#)
- ▶ [A guide to preparing for a results day](#)
- ▶ [Post-results services: deadlines, fees and charges template](#)
- ▶ [Post-results services: enquiry, consent and payment form template](#)
- ▶ [Exams review template](#)
- ▶ [Candidate feedback form template](#)
- ▶ [Invigilator feedback form template](#)
- ▶ [Staff feedback form template](#)
- ▶ [Support guide for new exams officers: December](#)

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

*Reminder....*the following new or updated documents were added during **October**

- ▶ [Support guide for new exams officers: November](#)

Planning

- ▶ [A guide to administering BTEC qualifications](#)
- ▶ [BTEC: Assessment staff conflict of interest log template](#)
- ▶ [BTEC: Reasonable adjustments policy template](#)

Recruiting invigilators

- ▶ [A guide to managing invigilator recruitment and training](#)
- ▶ [Invigilator job description template](#)
- ▶ [A guide to interviewing invigilators](#)
- ▶ [Invigilator availability and information form template](#)
- ▶ [Invigilator availability summary spreadsheet template](#)
- ▶ [Invigilator confidentiality and security agreement template](#)

Pre-exams

- ▶ [A guide to managing exam preparation](#)
- ▶ [A guide to administering internal assessment](#)
- ▶ [A guide to managing security in the exam cycle](#)
- ▶ [Secure storage checklist \(free access\)](#)
- ▶ [A guide to understanding the JCQ inspection](#)
- ▶ [Candidate exam handbook template](#)
- ▶ [Resolving exam clashes form template](#)
- ▶ [Managing overnight supervision form template](#)
- ▶ [Seating plan template](#)

Access arrangements

- ▶ [Access arrangements: candidate notification form template](#)
- ▶ [Access arrangements: candidate tracking spreadsheet template](#)
- ▶ [Extra time guide](#)
- ▶ [Extra time calculator tool](#)

Pre-exams continued

- ▶ [Access arrangements: training presentation template for facilitators and invigilators supporting and supervising candidates](#)
- ▶ [Access arrangements: training evaluation form template](#)

Private candidates

- ▶ [Private candidate: final exam information template](#)
- ▶ [Private candidate: checklist template](#)

Exam time

- ▶ [A guide to managing exam time](#)
- ▶ [A guide to dealing with candidate absence](#)
- ▶ [Exam box checklist template](#)
- ▶ [Exam day checklist template \(free access\)](#)
- ▶ [Exam room incident log template](#)
- ▶ [Exam room checklist template](#)
- ▶ [Suspected malpractice: candidate notification form template](#)

Access arrangements

- ▶ [Access arrangements: word processor checklist template](#)
- ▶ [Access arrangements: managing emergency arrangements form template](#)

Deploying invigilators

- ▶ [Roving invigilator checklist template](#)

Policy/procedure templates

- ▶ [Access Arrangements Policy template](#)
- ▶ [Controlled assessment policy template](#)
- ▶ [Disability policy \(exams\) template](#)
- ▶ [Emergency evacuation policy \(exams\) template](#)

Training invigilators

- ▶ [A guide to preparing for invigilator training](#)
- ▶ [Invigilator training presentation editable template](#)
- ▶ [Invigilator trainer notes template](#)
- ▶ [Invigilator training evaluation form template](#)
- ▶ [Invigilator training certificate of attendance template](#)
- ▶ [Invigilator training record template](#)
- ▶ [Invigilator handbook template](#)
- ▶ [Exam contingency plan template](#)
- ▶ [Exams policy template](#)
- ▶ [Internal appeals procedures template](#)
- ▶ [Non-examination assessment policy template](#)
- ▶ [Special consideration policy template](#)
- ▶ [Word processor policy \(exams\) template](#)

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

The Exams Office Blog



November's blog - **Dealing with exams series past, present and future** - is written by Lisa Longstaff, Exams Officer at Dunattor School, Reigate.

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

Professional development and training

Exams
Training

Excellent feedback from the October events!

Successful training events were held in October for **new exams officers** (*Actions for Autumn - Planning for the 2017/18 academic year*) in Birmingham, Warrington, Bristol, London and Leeds and for **senior leaders** (*Planning for the 2017/18 academic year*) in London.

The next events take place in Spring 2018

New exams officers (*Spring into Summer - Getting ready for the 2018 exam series*)

February 28: Leeds March 2: Birmingham March 5: London March 7: Bristol
March 9: Warrington

Senior leaders (*Getting ready for the 2018 exam series*) March 16: London

Click [here](#) for further details and to book a place

Professional Development Conference

January 2018 conferences - booking window opens in November!

Bookings can be made from **6 November**

Date and location

12 January: Manchester 15 January: Bristol 19 January: Birmingham 22 January: Leeds
29 January: London

Click [here](#) for further details and to book a place

Members* of **The Exams Office** can attend a January conference and the Summer conference free of charge as part of their membership (one free place per centre membership).

New invigilator training

Book on a February event

The Exams Office is offering members **two free* places** at our certificated **New Invigilator Training** taking place at 6 venues during the 2017/18 academic year.

For further information and to book your place(s), click [here](#)

**Members must have a current, fully paid membership to acquire 2 free places on this training event.
For non-members/additional places, charges will apply*

Invigilator training (in house)

Invigilator trainer map now available

The Exams Office offers a certificated invigilator training session delivered in your centre by one of our trainers. A list of trainers and a map of locations is now available.



For further information, click [here](#)

Reminders

Professional development and training

Professional Development Conference

Details of the five **January 2018** winter conferences and the **July 2018** summer conference are available [here](#)

Professional Development Programme

The conferences form part of *The Exams Office's* **professional development programme**

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

Exams Training

Click [here](#) for further details of the 2017/18 training events for **experienced exams officers, new exams officers** and **senior leaders**

Training events are available for experienced exams officers in September and new exams officers in October and late February/early March

Training events for senior leaders/line managers are also available in October and March

Invigilator training

The Exams Office offers members a range of support for training their invigilators including:

- ▶ invigilation support resources - to train and manage your invigilation team
- ▶ new invigilator training (**free for members**)
- ▶ training for invigilation teams delivered in your centre by our team of experts
- ▶ opportunities for exams officers to train invigilators
- ▶ training for those involved in access arrangements

[Click here for further details](#)

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 and our [Weekly Education 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.

Network Map



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/Development Manager](#).

OCR also runs networks for teachers relating to their specifications. For more details on the events, see the [OCR Events calendar](#).

Best practice exams articles

The Exams Office's exams experts write a series of articles, which are published in educational journals.

These are produced to inform SLT of their responsibilities when managing EOs, and exams administration within their centre.

Click [here](#) to view *The Exams Office* **Articles**.

All of our articles are also published in [Sec Ed](#) an online education bulletin for secondary school teachers and leaders

Weekly education update

The Exams Office produces a weekly round-up of the main education and exams-related news stories. Ensure that you read this to keep yourself updated regarding news from the wider world of education that may impact on your role. Raise your profile with staff in your centre by:

- ▶ printing off the update and displaying it on staff room notice boards
- ▶ emailing [this link](#) from our website to your heads of departments (HoDs) and SLT as an update
- ▶ taking a copy to the next HoD meeting to disseminate current information

Further support and information provided by *The Exams Office*

Click [here](#) and browse the **main menu** (left hand side of screen).

Contact us



For any exams-related queries, please email contact@TheExamsOffice.org. Please note, if your query is subject or awarding body specific, we will refer you to your awarding body. Where we receive questions around JCQ guidance, we will point you in the right direction.

Finally click [here](#) to visit *The Exams Office's* online shop.

