INFORMATION AND UPDATES FROM THE EXAMS OFFICE 2023/24



(04/06/2024) June 2024 update sent to members

(01/06/2024) JUNE UPDATE published

(24/05/2024) Article – PREPARING FOR RESULTS DAY(S)

(07/05/2024) The Learning and Skills Office article – **Actions for senior leaders to undertake during the summer exam series**

(01/05/2024)

- May 2024 update sent to members
- MAY UPDATE published

(30/04/2024) National Association of Examinations Officers article: Sharing examination information/results with third parties (including parents)

(24/04/2024) Article - SPECIAL CONSIDERATION - WHAT, WHEN AND HOW

(16/04/2024) The NAEO Summer Conference 2024 (Leeds) update sent to members

(10/04/2024) April 2024 update sent to members

(07/04/2024) APRIL UPDATE published

(05/04/2024) Article - FINAL PREPARATIONS FOR THE SUMMER EXAM SERIES

(01/04/2024) National Association of Examinations Officers article: **Exam contingency planning - Covering** the absence of your exams officer

(14/03/2024) Support for senior leaders/line managers and how to claim your Exams Officer Professional Standards update

(05/03/2024)

- March 2024 update sent to members
- MARCH UPDATE published

(04/03/2024) The NAEO launches the 2024 Exams Officer of the Year award

(01/03/2024) National Association of Examinations Officers article: **Exam contingency planning - Finding an alternative venue**

(23/02/2024) Article - ACCESS ARRANGEMENTS - THE ROLE AND RESPONSIBILITIES OF THE EXAMS OFFICER

(01/02/2024)

- National Association of Examinations Officers article: The launch of the Exams Officer Professional Standards
- February 2024 update sent to members
- FEBRUARY UPDATE published

(29/01/2024) Article - EIGHT WAYS TO GET THE MOST OUT OF THE EXAMS OFFICE HUB

(08/01/2024)

- National Association of Examinations Officers article: An analysis of malpractice in GCSEs, AS and A levels during the summer 2023 exam series
- January 2024 update sent to your inbox today
- JANUARY UPDATE published

(02/01/2024) Article – KEY INFORMATION RELATING TO EXAMINATION ENTRIES

(06/12/2023)

- December 2023 update sent to members
- **DECEMBER UPDATE** published

(01/12/2023) Article - FIVE STEPS TO ENSURE THAT YOUR EXAM ENTRIES ARE MADE TO DEADLINE

(30/11/2023) National Association of Examinations Officers article: **Exams officer survey 2023 – Results and analysis**

(13/11/2023) National Exams Officer Conferences 2024 booking update sent to members (27/10/2023)

- National Exams Officer Conferences 2024 booking window opens
- November 2023 update sent to members
- NOVEMBER UPDATE published

(25/10/2023) National Association of Examinations Officers article: **Factors to consider when negotiating a pay review**

(16/10/2023) Article – SHOULD AN EXAMS OFFICER ACT AS AN INVIGILATOR DURING AN EXAM SERIES (13/10/2023) COUNTDOWN TO 31 OCTOBER – Final reminder – saved centre policies in the Online Portal

(02/10/2023)

- October 2023 update sent to members
- OCTOBER UPDATE published

(30/09/2023) Article - SELECTED JCQ CHANGES WHICH IMPACT THE EXAMS OFFICER ROLE

(27/09/2023) National Association of Examinations Officers (NAEO) annual exams officer survey launch sent to your inbox today

(21/09/2023) National Association of Examinations Officers (NAEO) membership renewal information sent to your inbox today

(19/09/2023) Mid-month member update sent to members

(08/09/2023) 2023 'Planning' dispatch update sent to members

(06/09/2023) **September 2023 update** sent to members

(04/09/2023)

- Welcome to The Exams Office Hub update sent to members
- SEPTEMBER UPDATE published

(30/08/2023) Article – NEW EXAMS OFFICERS: A GUIDE TO STARTING YOUR NEW ROLE